



ODOT PUBLIC RECORDS REQUEST Instructions

ABOUT PUBLIC RECORDS

With only a few exceptions, all of ODOT's public records are available for you to see and copy. (Exceptions are described in [Oregon Revised Statutes 192.501-505.](#))

If you're seeking public records, ODOT will help you find them and will supply copies to you.

The ODOT Public Records Request (form 731-0489) is for all divisions of ODOT, except the Driver and Motor Vehicles Division. If you're seeking DMV records, visit the DMV Records web page: www.oregon.gov/odot/dmv/records.

FEES

Some record requests do not require a charge, but complicated requests require us to charge for researching, copying, and sending you the information you are seeking.

Any fees will be explained in detail before you are charged. (Fee charges are described in [Oregon Administrative Rule 731-001-0025.](#))

SUBMITTING REQUESTS

You may use these methods to send a public records request:

- E-mail – To submit by e-mail, click the "Submit by E-mail" button on the form, or attach the saved form to an e-mail addressed to ODOTPRR@odot.state.or.us.
- Fax – (503) 986-4025
- Postal mail – Send requests to: ODOT Records Officer, ODOT Business Services MS 51, 355 Capitol St. NE, Salem, OR 97301
- In person – You may bring a completed request form to an ODOT office and request that it be sent to the ODOT Records Officer.

USING THE PUBLIC RECORD REQUEST FORM

The ODOT Public Record Request (form 731-0489) is available on the ODOT Web site at www.odot.state.or.us/forms/odot/admin731/0489.pdf.

The form is a PDF that can be completed electronically or manually. If you complete the form electronically, you can save the completed form for your records.

The form can be submitted electronically by clicking the "Submit by E-mail" button on the form.

Section A – Requester information

Name – The name of the person seeking the records.

Title – (Optional) The title of the person seeking the records (Examples: President, P.E., Chief Engineer).

Phone – Phone number where you can be contacted during the day, if there are questions about your request.

Fax – Include your fax number if you wish to receive the requested records by fax.

Mailing address, city, state, ZIP – Your mailing address if you wish to receive the requested records by postal mail.

E-mail address – Include your e-mail address if you wish to receive the requested records by e-mail.

Section B – Records requested

Description of records requested – Describe the records you are seeking. Include as much detail as you can to help ODOT staff find the record. Include city/county locations and dates, if applicable. The more specific you can be, the less it will cost you and the quicker we can provide the record.

Section C – Receiving records, certification

Certification – Do you want the records to be certified? There is a fee for providing certified records. (Fee charges are described in [Oregon Administrative Rule 731-001-0025](#).)

Preferred method of receipt – Indicate how you prefer to receive the records:

- E-mail – The records will be sent to the e-mail address you provide in Section A.
- Postal mail – The records will be mailed to the address you provide in Section A.
- Fax – The records will be faxed to the number you provide in Section A.
- In person – The records will be available for you to view, or pick up at the ODOT location you indicate in Section C.

Pick-up location – If you select “Pick up at ODOT office” as the preferred method for receiving records, indicate the ODOT office where you wish to pick up the records.

Areas of ODOT contacted about this request – If you’ve already been in touch with ODOT staff about the information you are seeking, note the area of ODOT you contacted. This helps avoid doubling-up of effort, reduces the amount of time required to fill your request, and helps make sure you receive the correct information.

QUESTIONS

If you have questions about public records or public records requests, contact the Public Records Request Coordinator at (503) 986-3171, ODOTPRR@odot.state.or.us.