



Board of Parole & Post-Prison Supervision

Public Records Request

The Board serves the people of Oregon and strives to be open and transparent. Any interested party may submit a request for information from a selected record. There may be a charge for each request. The Board will respond to public record requests as soon as practicable and without unreasonable delay. The Board can only produce records that it possesses or owns. Most inmate records are retained for 25 years; most Board records are retained for 10 years. To expedite your request, please be as specific as possible and include approximate dates of the public record. If the request is unclear, the Board may request further clarification. Requests requiring the searching of documents will take a longer amount of time.

Requestor Name: _____ Organization: _____

Mailing address: _____

Phone: _____ Fax: _____ Email address: _____

Inmate/Offender Name: _____

SID #: _____ Inmate/Offender Date of Birth: _____

Additional Information: _____

Records requested: Please fill out your request in as much detail as possible, including dates. Attach additional sheets if necessary.

Upon review of the records requested, the Board will contact you with an estimated cost to fill the request. Upon receipt of payment for the request, the Board will provide the records requested. If you have questions regarding a records request or need assistance please contact our Records Specialist at 503-945-0915. Additional information can be found on the Board website <http://www.oregon.gov/BOPPPS> and in Board Administrative Rule 255-015.

Electronic Signature: _____

Date: _____

By checking this box I agree that I am using my electronic signature as identification.

To submit your completed form by email, click here: **Email Us**