PAYROLL HISTORIC RECORD ACCESS REQUEST

Use this form to request access to the paper storage of old payroll records. These are stored at the Records Center.

OREGON STATEWIDE PAYROLL SERVICES (OSPS)
(503) 378-3518 fax
E-mail:
OSPS.Help@das.oregon.gov

Online Resource Center:
http://go.usa.gov/bEJk

INSTRUCTIONS TO PAYROLL OFFICES:

1. Complete this form online at http://go.usa.gov/BVNG
2. Verify all required fields are complete.
3. Ensure your agency number appears on the form.
4. Print form. Sign or initial and date where indicated.
5. Submit electronically using the email submit button.
6. For Mac users: Print, sign and fax completed form to OSPS.
7. Once OSPS notifies you that the Records Center has been notified, call to arrange a time for viewing the reports.

Section A: Choose Record Timeframe

	Timeframe	Accession Numbers
☐	7/1951 – 4/1961	79 A 112
☐	5/1961 – 12/1976	95 RC 218 (79 A 113)
☐	1/1977 – 12/1977	95 RC 219 (83 A 16)
☐	1/1978 – 9/1979	95 RC 220 (83 A 20)

Section B: Agency Information

Agency #	Person(s) Viewing Records	Telephone Number

Reason for Access

Section C: Authorization

Please arrange access for the person(s) named in Section B to view the payroll records selected in Section A.

Use your signature for print version, or email address for electronic submission.

Name: _____   Date: _____

For OSPS Use Only   **Submit by Email**

MEMO

TO: Archives Record Center
4298 22d Ave NE, Salem, Oregon
Phone: 503-373-1001
FAX: 503-373-1051

FROM: Oregon Statewide Payroll Services Staff
State Controller's Division
Department of Administrative Services

RE: PERMISSION TO ACCESS RECORDS

Please grant access to the record series selected in Section A to the agency and staff outlined in Section B.

The agency will call you to arrange a time to view the records on site.

Thank you,

Signature: _____   Date: _____
OSPS Help Desk Staff

☐ Fax to Archives   ☐ Notify Agency   ⬩ File in Yellow Agency Tie-Down Folders

OSPS Use Only
Received Date Stamp

New 06/2019
Form No. OSPS.99.26