



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

OSPS Use Only
Received Date Stamp

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.

Section A: Choose Record Timeframe

Timeframe	Accession Numbers
<input type="checkbox"/> 7/1951 – 4/1961	79 A 112
<input type="checkbox"/> 5/1961 – 12/1976	95 RC 218 (79 A 113)
<input type="checkbox"/> 1/1977 – 12/1977	95 RC 219 (83 A 16)
<input type="checkbox"/> 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