

Public Records Request Instructions

About public records

Oregon statutes allow anyone the right to inspect any public record that isn't exempt from disclosure, regardless of requester's intent.

A request under the Federal Freedom of Information Act (FOIA) is fulfilled under Oregon public records law; however, FOIA time frames and provisions don't apply.

You don't need to submit a Public Records Request for copies of your own tax records. Go to Revenue Online at www.dor.oregon.gov.

Fees

There may be fees associated with fulfilling a records request. The Department of Revenue waives a minimum of 30 minutes of staff time for all Public Records Requests after which fees may be assessed for additional staff time, applicable services, and supplies required to fulfill a Public Records Request in accordance with the Department of Administrative Services (DAS) statewide policy 107-001-030.

Section A – Requester information

Complete all applicable fields.

Section B – Records requested

Describe the records that you are seeking in detail. Include tax type, if known.

Section C – Receiving records

Indicate by which method you would prefer to receive the requested records.

Questions

If you have questions about public records or Public Records Requests, contact the Public Records Officer.

Oregon Department of Revenue
Public Records Officer
955 Center St NE
Salem OR 97301-2554

Email: public.records@dor.oregon.gov

Fax: 503-945-8888