

**OREGON LANDSCAPE CONTRACTORS BOARD**

2111 Front St. NE, Ste 2-101, Salem, OR 97301

Phone: (503) 967-6291 Fax: (503) 967-6298

Email: [LCB.INFO@lcb.Oregon.Gov](mailto:LCB.INFO@lcb.Oregon.Gov)

[www.oregon.gov/lcb](http://www.oregon.gov/lcb)



**PUBLIC RECORDS REQUEST FORM**

Requester's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE: Electronic mail addresses are exempt from public records requests and will not be included in the records provided by this Agency per ORS 192.355 (40)(a).**

Records Requested (please print or attach a preprinted list) \_\_\_\_\_

Pick up  Send US Mail  Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  E-Mail \_\_\_\_\_

I agree to pay the cost of fulfilling this Public Records Request, according to the rules set forth in OAR 808-001-0020. Costs may include the cost of locating records, reviewing records to delete exempt material, supervising inspection of records, copying or certifying records, and mailing records, including the cost of searching for records regardless of whether the Agency located the requested records.

I request a waiver because my organization is a local, state, or federal public/governmental entity acting in a public function or capacity. [For Agency Use – Fee Waived: \_\_\_\_\_ Administrator]

**NOTE:** Agency reserves the right to charge for any job based on criteria listed in OAR 808-001- 0020.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEES**

The complete LCB fee schedule regarding public records requests is located in OAR 808-001-0020 and includes: Licensee lists: \$100; Certificate of Licensure/Non-Licensure: \$20; Agenda packets and other records by e-mail: \$5 per email; Photocopies: \$0.07 per letter or legal size; Fax: \$.75 for first page, \$.60 for each additional page (20-page maximum, not including cover page); Research/labor charges: no fee for the first 30 minutes. Beginning with the 31<sup>st</sup> minute, see fee schedule for rates. Other Fees: the agency will contact the Requester prior to fulfilling the request for any other charges. Fees may be paid after this request has been submitted, but prior to the copying or submission of the documents. Fees for Licensee lists (\$100), Certificates (\$20), & Agenda packets (\$5) must be paid with this form.

Per ORS 192.440(3), for public records requests with estimated cost greater than \$25, LCB is required to provide Requester with written notification of the estimated fee. The Requester must then confirm they want the LCB to proceed with the records request. LCB estimated job cost: \$ \_\_\_\_\_.

Requester's confirmation of receipt of job estimate, and authorization to proceed with records request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pay by Check (Make payable to OLCB)

ACH or Credit Card payment. An invoice will be sent to you by email.

Your email address: \_\_\_\_\_

Pay by Phone (Credit Card Only)

Your phone number: \_\_\_\_\_