

Request Number: \_\_\_\_\_



## REQUEST FOR PUBLIC RECORDS

Public Employees' Benefit Board  
1225 Ferry St SE  
Salem, OR 97301  
(503) 378-1102 (800) 788-0520  
Fax: (503) 373-1654

1. IDENTIFICATION																											
Name of Requester	Date of Request	Time of Request																									
Representing (if applicable)	E-mail address	Telephone																									
Street Address	City	State/Zip Code																									
2. NATURE OF REQUEST																											
<p>Please be as specific as possible in defining the records you wish to see. If you do not know the specific name of the records you desire, indicate by a general written description of the type and content of information you wish to locate. Where possible, indicate limiting dates, topic(s), and person(s) or organizations(s) referenced. Attach additional sheets if necessary.</p> <p><b>Please Note:</b> If this record contains information that is considered to be "trade secret" or otherwise exempt by Oregon public records law, that information will be redacted prior to inspection or reproduction.</p> <p><input type="checkbox"/> Request inspection only. You may inspect the record in PEBB's office.  <input type="checkbox"/> Request reproduction.  <input type="checkbox"/> Request that reproduction be mailed / e-mailed / faxed (circle one)</p> <p><b>PEBB will contact you to make arrangements for you to inspect the record, and/or to notify you of the cost to reproduce and mail the record, and when it will be available.</b></p> <p>Requester's signature _____</p>																											
3. CHARGES																											
<p><b>For a public record to be reproduced and/or mailed, requester must pay in advance by check made payable to PEBB.</b> Remit TOTAL below to Financial Analyst, PEBB, 1225 Ferry St. SE, Salem, OR 97301.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Quantity</th> <th style="width: 40%;">Item</th> <th style="width: 15%;">Subtotal</th> <th style="width: 35%;">Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Images at \$0.25 per image</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td>Audio tape(s) at \$6 per tape</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td>Postage</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td>Staffing Costs</td> <td> </td> <td> </td> </tr> <tr> <td><b>TOTAL</b></td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Quantity	Item	Subtotal	Description		Images at \$0.25 per image				Audio tape(s) at \$6 per tape				Postage				Staffing Costs			<b>TOTAL</b>			
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### OFFICE USE ONLY

4. DISPOSITION OF REQUEST		
Request referred to:	Name	Date Sent
<input type="checkbox"/> <b>REQUEST APPROVED</b>	Date:	By:
<input type="checkbox"/> <b>REQUEST PENDING</b>	Date:	By:
<input type="checkbox"/> <b>REQUEST DENIED</b>	Date:	By:
Reason for denial:		