



OREGON STATE BOARD OF ARCHITECT EXAMINERS
205 LIBERTY STREET NE, SUITE A
SALEM, OR 97301
503.763.0662
www.oregon.gov/osbae
architectboard@osbae.oregon.gov

INFORMATION REGARDING A PUBLIC RECORDS REQUEST

Public Records Request Form

- Use this form to request a public record from the Oregon State Board of Architect Examiners (OSBAE) under Oregon Revised Statute (ORS), Chapter 192. To assist OSBAE in its effort to process your request, please be specific when identifying the document(s) or record(s) by name.
- OSBAE may not be the custodian of the document or record you are requesting. If records are held by another public body, you must make a request directly to that agency. OSBAE will notify you if it is not the custodian of the requested records and will provide you with the name of the custodial agency.
- Fees are calculated pursuant to [DAS Statewide Policy](#). Fees may also include legal costs, which include Assistant Attorney General (AAG) charges for reviewing and separating records and related legal administrative support charges. If you choose to personally inspect the requested records there may still be fees associated with your request. Per ORS 192.324(4)(c), for public records requests with an estimated cost of more than \$25, OSBAE is required to provide the requestor with written notification of the estimated fee amount. The requestor must then confirm they want OSBAE to proceed with the records request. Fees must be paid prior to receipt of the documents. For more information see [OAR 806-010-0106](#).
- OSBAE may allow a waiver/reduction of fees if OSBAE determines the waiver/reduction of fees is in the public interest and making the record available primarily benefits the general public. A person who believes there has been an unreasonable denial of a records request, a fee waiver, or fee reduction may petition the Attorney General in manner described under ORS 192.

Information Exempt from Disclosure

Under ORS 192.355(40)(a)

- Electronic mail addresses in the possession or custody of an agency or subdivision of the executive department, as defined in ORS 174.112, the legislative department, as defined in ORS 174.114, a local government or local service district, as defined in ORS 174.116, or a special government body, as defined in ORS 174.117.

Under ORS 192.377

- Residential address and telephone numbers
- Personal electronic mail addresses and personal cellular telephone numbers
- Social Security numbers

Under ORS 671.090(2)

- Investigative reports related to ORS 671.090(1)



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PUBLIC RECORDS REQUEST FORM

Complete ALL fields

REQUESTOR CONTACT INFORMATION

FULL NAME

COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

E-MAIL ADDRESS

Description of records requested. Please be specific.

- I would like to review the requested records at the Board office.
- I would like to receive an electronic copy of the requested records.
- I would like to receive a paper copy of the requested records.

SIGNATURE _____

DATE

Send or email completed form to:

OSBAE
205 Liberty Street NE, Suite A
Salem, OR 97301-3586
Email: architectboard@osbae.oregon.gov

If the records requested pertain to you, and the record is otherwise exempt from public disclosure, you must have your signature notarized.