



Instructions for Filling Out the Public Records Request Form

About this Form

Use this form to request a public record from the Oregon State Board of Examiners for Engineering & Land Surveying (OSBEELS) under Oregon Revised Statute (ORS), Chapter 192. To assist the Board office in its effort to process your request, please be specific when identifying the document(s) or record(s) by name.

For example, “December 2013 Examinations and Qualifications Committee meeting minutes,” “Final order and settlement agreement for regulation case #1111” or “Copies of my FE application materials from the October 2013 examination administration.”

The Board office 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. The Board 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

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.

OSBEELS will estimate charges for responding to records requests that are estimated to be \$25 or more. No written estimate is required if the cost to produce the record is less than \$25. However, OSBEELS may still provide a written estimate or may otherwise notify the requestor of the costs.

OSBEELS may allow a waiver/reduction of fees if OSBEELS determines that the waiver/reduction of fees is in the public interest and that making the record available primarily benefits the general public. A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General in the same manner as a person petitions when inspection of a public record is denied under ORS 192.450 to 192.505.

How to Complete this Form

- Step 1: Review DAS Statewide Policy. This policy can be found here: <https://www.oregon.gov/das/Policies/107-001-030.pdf>
- Step 2: Complete the Public Records Request form in its entirety. Please print legibly or type.
- Step 3: Send completed form to the Oregon State Board of Examiners for Engineering & Land Surveying
- OSBEELS
670 Hawthorne Ave SE
Suite 220
Salem, OR 97301
- Email:** osbeels.info@oregon.gov
Fax: 503-362-5454



Oregon

BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

OFFICIAL USE ONLY
DATE RECEIVED

OFFICIAL USE ONLY
ID NUMBER

Public Records Request

Requestor Contact Information

First Name	Last Name	Copies Requested	Date
Mailing Address			Phone Number
City	State	Zip/Postal Code	Email Address

Description of records requested

Please be specific. Detailed descriptions and proper document names may help reduce request fulfillment time.

Preferred Method of Delivery

- I wish to arrange an opportunity to personally inspect the requested records.
- I wish to receive copies of the requested records mailed to me.
- I wish to receive electronic copies of the requested records.

If returning by mail, please sign below. (Email confirmation is by electronic receipt)

Signature	Signature Date (M/D/Y)
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FOR OFFICE USE ONLY

Review / Action		Fees			Request Completion	
Request forwarded to	Date	Pages copies	x 0.25 =	Request completed by	Date	
		Pages copies	x 0.15 =			
Reviewer / staff	Date	AAG hours	x =	Date Payment Requested	Method of Release	
		Staff hours	x =			
Reviewer / staff	Date	Media	x =	Date of Record Release	Method of Release	
		Postage	x =			
		Certified Copy	x =			