

# Citizen Guide to OSBGE Processing of Public Records Requests

This is a summary of how OSBGE (Board) processes written requests received for public records. This summary is provided for convenience purposes. This summary does not supersede requirements of Oregon Public Records Law or Board administrative rules.

## **How to Submit a Written Request**

A public records request may be submitted on a request form provided by the Board. If the form is not used, the requestor must include the following information in the written request:

- The name and address of the person requesting the public record;
- The telephone number, email address, and other relevant contact information for the person requesting the public record;
- A sufficiently detailed description of the records requested to allow the Board to search for and identify the responsive records;
- The date the request is submitted to the Board;
- Statement as to whether the person making the request wants to inspect any responsive, non-exempt records at the Board office or to receive copies of the records, and
- Signature of the person making the request if the request is not made by email.

Send the written request to the Board by email ([osbge.info@oregon.gov](mailto:osbge.info@oregon.gov)) or by mail addressed to:

OSBGE  
Attn. Board Administrator  
707 13<sup>th</sup> St. SE, Suite 114,  
Salem, OR 97301

## **Timelines for Processing a Written Request**

The Board Administrator strives to acknowledge the receipt of a written public records request within five (5) business days and to indicate whether it is the custodian of the requested records;

The Board Administrator strives to respond to a written public records request within fifteen (15) business days of receipt or to provide within that timeframe a reasonable estimated date of completion.

Per Oregon Public Records Law, business days do not include Saturdays, Sundays, legal holidays, or any days on which at least one paid employee of the Board is not scheduled to report to work.

Due to the small size of the Board office, the Board Administrator may exceed the five (5) and fifteen (15) day deadlines where impracticable to meet because of the following limitations:

(i) The Board Administrator, who is responsible for completing the response to the public records request, is unavailable, which includes being on leave or otherwise not scheduled to work;

(ii) An additional, reasonable period of time is required for Board staff to locate and assemble the non-exempt public records responsive to the request while allowing for the regular discharge of necessary duties of the Board.

(iii) The volume of public records requests being simultaneously processed by the Board is high.

The Board Administrator may make a good faith request by phone, email, or letter for information or clarification regarding a written public records request. If the requester fails to respond to such a good faith request within sixty (60) days, the Board may close the public records request without further action.

### **Fees for Response to Public Records Requests**

The Board charges fees for responding to public records requests which are reasonably calculated to cover costs of the response and records provided. Fees are designed to cover the cost of locating, reviewing, compiling, making available for inspection, preparing copies, and delivering the response and public records. Fees are listed in OAR 809-001-0015 and 809-010-0001.

If fees are estimated to be more than twenty-five (25) dollars, the requestor will be provided a written cost estimate before the response is prepared. The requestor must then confirm to the Board in writing that the requestor wants the Board to proceed with making the records available and understands the estimated fees. The Board Administrator will not take further action on the request prior to receiving such confirmation from the requestor. The Board Administrator will work with the requestor to determine if refinement of the request would result in reduced cost.

Fees for public records requests must be paid before the requested public records will be made available for inspection or copies provided. Contact the Board office for payment options.

The Board does not charge for the first thirty (30) minutes of staff time. The Board Administrator may waive or reduce certain fees for responses to requests that can be provided with less than sixty (60) minutes of staff time and in electronic format via email delivery or for responses to requests that the Board Administrator determines are in the public interest because making the public records available primarily benefit the general public or Board registrants.