



PUBLIC RECORD REQUESTS

REQUEST FOR PUBLIC RECORDS

Frequently Asked Questions

1. How do I make a public records request?

All requests must be in writing and directed to the attention of the Board Review Coordinator, Autumn Blake, at 2601 25th St. SE, Salem, OR 97302. The fax number is (503)373-1684.

2. Are materials in WCB files considered a public record?

No. Exemptions to the Public Records Law are workers' compensation claim records of the Department of Business and Consumer Services. ORS.192.355(20). Any file material from a WCB litigation record constitutes claim records of the Department.

3. What information can be released?

Orders issued by an ALJ, Board Orders, Claim Disposition Agreements (CDA), Stipulations, and Disputed Claim Settlements (DCS) are considered public records.

4. Who do I contact to request a copy of an order?

The Board's orders are available on its website at www.wcb.oregon.gov. If you are a party to a case, you have access to obtain a copy of a final order through the portal. Otherwise, you may contact Autumn Blake at 503-934-0123.

5. How do I request other information from a WCB file?

If you **are** a party or a party representative you will need to put your request in writing as follows: 1) For cases currently pending at the Hearings Division level, the request should be made to the Hearings Division (or the specific ALJ assigned to the case), or 2) For cases currently on Board Review, the request should be made to the Board Review Coordinator.

If you are **not** a party to the case, you must put your request in writing and direct it to the attention of the Board Review Coordinator.

6. What rules apply to hearing transcripts?

Because hearings are open to the public, the Attorney General's office has determined that a CD of the hearing is considered a public record. However, a public body is not required to make a *transcript*, only to make a copy of the CD from the hearing available to the requestor. Therefore, anyone requesting such information is entitled to either purchase a copy of the CD or have the CD transcribed using a private vendor.

7. How do I request a copy of a hearing transcript?

If you **are** a party to the case, you may contact our Transcription Coordinator at (503)934-0117 to request a CD of the hearing.

If you are **not** a party to the case, you will need to put your request in writing to the attention of our Transcription Coordinator. Include in your request detailed information such as claimant's name, WCB case number, and the date of hearing.

You can also request a CD using our online request form at <https://www.oregon.gov/wcb/hearings/Pages/req-recorded-proceedings-form.aspx>