



Public Records Request

Department of Consumer & Business Services
Building Codes Division
1535 Edgewater NW, Salem, Oregon
Mailing address: P.O. Box 14470, Salem, OR 97309-0404
503-378-4133 • Fax: 503-378-2322
Web: bcd.oregon.gov

Mail payment to:
DCBS – Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

INSTRUCTIONS

Oregon Revised Statute Chapter 192 requires the Building Codes Division to make public records available upon request. To review or obtain copies of records, complete the "Requestor Information" section of this form and return it to the division. Division staff will respond, acknowledging receipt of the request, and provide information about the status of the request and any fees associated with the request. Records will be sent after payment is received.

Requests to examine records must be made at least five working days prior to the desired review date.

REQUESTOR INFORMATION

Name: _____ Organization: _____

Address (street or P.O. Box): _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

E-mail: _____

Specific document(s) to be examined or copied: _____

FEEES

\$25 per hour for secretarial/clerical staff time.
25 cents per copy (labor is included.)

\$45 per hour for professional/technical staff time.
\$45 (minimum) for computer generated records.

Note: Total cost may vary according to specific request. Higher fees may apply to information or research provided by the Information Management Division.

Secure fax for credit card payments:
503-947-2333

Make check or money order payable to
Department of Consumer & Business Services.
DO *not* fax; do *not* send cash.

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	Phone: _____ - _____ - _____
Credit card number _____		Expiration date _____ / _____	
Name of cardholder as shown on credit card _____			
Cardholder signature _____		\$ _____ Amount	

DCBS Fiscal use only: 70011/1105

918-001-0200

Public Records Requests

(1) Scope and Applicability. This rule governs requests for inspection of division documents under the Public Records Law, ORS Chapter 192.

(2) Request for examination of Public Records:

Requests for examination of public records shall be made according to department administrative rule OAR Chapter 440, Division 005.

(3) Miscellaneous items concerning fees:

- (a) The fees charged shall be those found in department Policy and Procedure COM-07 and the division fee schedule.
- (b) A waiver or reduction of fees requested under ORS 192.440 must be submitted in writing, show how a waiver or reduction is in the public interest and that availability will benefit the general public.
- (c) No fees are charged:
 - (A) To board members when conducting official division business;
 - (B) To state officials;
 - (C) For first copies of division publications, except codes published by others;
 - (D) To public libraries, public educational institutions, or federal, state, county, or city agencies participating in a cooperative program with the division; or
 - (E) To examine records readily available which do not require supervision during the inspection.

Stat. auth.: ORS 455.110

Stats. implemented: ORS 192.440

Hist.: BCA 23-1992, f. 12-24-92, cert. ef. 1-1-93; BCD 26-1996, f. & cert. ef. 12-4-96