

5.4 **Public Records Request:** All public records requests will be granted in accordance with state law (specifically ORS Chapter 192). Public records may be requested through a written or emailed submission to the OUNC board. Fees associated with the retrieval of public records will be in accordance with Department of Administrative Services (DAS) Policy #107-001-030. Either form of Public Records Requests shall include:

the Requestor's Contact Information

name,

email address,

phone number,

mailing address

specific request information

dates,

specific subject matter,

persons associated with the matter,

and key words,

Mail written Public Records Requests to:

OUNC PRR

305 N.E. 102nd Avenue, Suite 300

Portland, OR 97220

Email Public Records Requests to [info@digsafelyoregon.com](mailto:info@digsafelyoregon.com)

Requests will be forwarded to the Board Chair for response.