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,
  - 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
Requests will be forwarded to the Board Chair for response.