



# HOW TO OBTAIN A PUBLIC RECORD

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Oregon Revised Statute 192.420 states that “every person” has a right to inspect any nonexempt record of a public body in Oregon. The Oregon Lottery® strives to provide these records in a timely, efficient and cost-effective manner. The Lottery’s public records administrative rule, [http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_177/177\\_010.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_177/177_010.html), provides the basis for our public records request process.

## FEE STRUCTURE

The Oregon Lottery is required to charge a fee for providing public records, with certain exceptions. If the cost of providing the records does not exceed \$25.00, the Lottery will not charge a fee. There are also certain documents, as outlined in the above-referenced Administrative Rule, which will be provided at no charge. Because Oregon Lottery funds are constitutionally dedicated, the Lottery does not have discretion to waive fees for producing public records.

The complete fee structure for providing public records can be found in the above-referenced Oregon Lottery Administrative Rule. This document details the specific charges and also lists the documents that will be provided at no charge.

## HOW TO MAKE A PUBLIC RECORDS REQUEST FROM THE OREGON LOTTERY

Complete the attached request form (create link to form) and submit it to the Oregon Lottery. The form is a Word 2007 document that can be completed and saved electronically, and then e-mailed as an attachment to [marlene.meissner@state.or.us](mailto:marlene.meissner@state.or.us). The document can also be mailed to the Oregon Lottery, Attention: Marlene Meissner, PO Box 12649, Salem, OR, 97309, or faxed to (503) 540-1168.

As indicated on the form, please be as specific as possible in your request. If you have questions, please contact Marlene Meissner at (503) 540-1016 or call (503) 540-1000 and ask for Public Affairs.

