

Guidelines for OIT Employees Receiving Public Records Requests

Compliance with the public records law is mandatory for all public bodies and their employees. If your office receives a public records request, please either forward it or direct the requester to the Oregon Tech Office of Public Records. Contact information for the office is Diana Angeli at 541 885-1105 or publicrecords@oit.edu

The Public Records Office will review the request to determine if the requested materials are public records by law. We will then work with your office to develop an estimate of the time and cost to search for, gather, and provide the requested materials. The Office of Public Records will confirm with you when and if your office should begin gathering materials, how to track time and expenses, how to get materials to our office, etc. The Office of Public Records is also responsible for determining whether records or their contents are exempt or subject to redaction.

Every office on campus should be aware that Oregon law provides specific retention periods for various kinds of records. The OIT records retention schedule and concomitant potential penalties for failure to retain documents is available on Oregon Tech's website.

Please note that a subpoena is not a public records request. If you are served with a subpoena, make a note of how and when you received it, retain all documents, and contact the Office of Human Resources immediately at (541) 885-1108. The law provides strict timelines for responding to a subpoena.

Contact Us

Mailing Address:

Office of Public Records
3201 Campus Drive
Klamath Falls, OR

Phone:

541.885-1105

Email:

publicrecords@oit.edu