Making A Request

Public Records requests: 1) by e-mail or 2) by letter.

Requests made by e-mail:

- Send to: publicrecords@oit.edu

- Requests made by e-mail are acknowledged within five business days of receipt of the email.

Request made by letter:

- Send to: Office of Public Records, 3201 Campus Drive, Klamath Falls, OR 97601

- Requests made by letter are "date stamped received" and will be acknowledged within five business days.

Receiving Documents

- Requests seeking physical copies of documents must contain a mailing address for delivery of responses.

- Requests for electronic copies of documents must contain an electronic address for delivery of responses.