

OREGON BOARD OF PHARMACY



PUBLIC RECORDS INFORMATION

To submit a written Public Information Request concerning a disciplinary case not online, please email us at pharmacy.board@oregon.gov. Please include the information you are requesting in detail name of licensee or facility, license or registrant number or case number and provide your name, company, mailing address & phone number or email address. Depending on the amount of research required to respond to your request, there may be research and photocopy fees required pursuant to [DAS Policy 107-001-030](#). Your request will be responded to in the order received.

Per ORS 192.440, if the charge is more than \$25 (this includes copy charges, labor, archive retrieval fees, mailing costs, etc.), state law requires agencies to first provide the requester with written notification of the estimated fee and the requester must confirm that they want the agency to proceed. OBOP must receive this approval in writing before starting the job.

Additionally, pursuant to ORS 192.440, a state agency may reduce or waive any of the above administrative fees when a determination is made that the waiver or reduction of fees is in the public interest.

Information Regarding Board Action

Copies of final Board action regarding individuals or facilities are available on-line. If you are unable to find what you are looking for or print, please contact us at pharmacy.board@oregon.gov.

List Requests

To request a list of current licensees:

- [List Request Form](#)

General Public Records Request

Access to Public Records

Public Records Officer:

- Karen MacLean, Administrative Director
 - Email: pharmacy.board@oregon.gov

Address: 800 NE Oregon St. Suite 150, Portland, OR 97232

Requests must include:

1. The date of the request;
2. The name and address of the person requesting the public record;
3. The telephone number or other contact information for the person requesting the public record; and
4. A sufficiently detailed description of the record(s) requested to allow OBOP to search for and identify responsive records.

Fee:

- Public records not exempt from disclosure may be inspected during office hours at the Board office upon reasonable notice.
- Copies of public records not exempt from disclosure may be purchased upon receipt of a written request. Board Staff will provide a quote for estimated costs. The Board may withhold copies of public records until the requestor pays for the copies.
- The Board follows the Department of Administrative Service's statewide policy ([107-001-030](#)) for fees in regards to public records request.