



Procedure for Making a Public Records Request

A request for public records that are in the custody of the Umatilla County Special Library District (UCSLD) may be made by submitting a written request to:

Umatilla County Special Library District
17 SW Frazer Ave., #360
PO Box 1689
Pendleton, OR 97801

The request may be submitted in person or by mail.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

Calculation of Fees

UCSLD calculates fees for responding to public records requests in the following manner:

- \$0.25 per side for photocopies.
- Actual cost for use of material and equipment for producing copies of nonstandard records.
- Upon request, copies of public records may also be provided on a thumb/flash drive if the document(s) are stored in the UCSLD computer system. Thumb/flash drives will be provided at a cost of \$10.00 per thumb/flash drive and may contain as much information as the thumb/flash drive will hold. Due to the threat of computer viruses, UCSLD will not permit requesters to provide thumb/flash drives for electronic reproduction of computer records.

- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:
- No charge for the first 15 minutes of staff time.
- Beginning with the 16th minute, the charge per total request is \$25.00 per hour or part of an hour, with no proration.
- The actual cost for delivery of records such as postage and courier fees.
- \$5.00 for each true copy certification.
- Actual attorney fees charged to UCSLD for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

UCSLD may require prepayment of estimated fees before taking further action on a request.