

## Procedure for 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  
PO Box 1689  
Pendleton, OR 97801

Or [director@ucsld.org](mailto:director@ucsld.org)

**The request may be submitted in person, by mail, or email.**

The request must:

- Include the 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 staff to search for and identify responsive records.

The request should:

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

**Within five business days, the UCSLD will either**

- (a) acknowledge the request, or
- (b) complete the request.

**To acknowledge the request, the UCSLD will:**

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

**After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:**

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

**Complete means the UCSLD has:**

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,

**Umatilla County Special Library UCSLD**

Adopted - February 15, 2018

Reviewed & Updated - 09/26/2019, 12/15/2022, 09/25/2025

- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requestor provides this information or affirmatively declines to provide it).

The district is not subject to this response timeframe if it is awaiting a response from the requestor seeking clarification of the inquiry or if the requestor has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- (1) The necessary staff to complete the request is unavailable, or
- (2) Processing the request would impede other necessary services, or
- (3) Requests involving documents not readily available, or
- (4) Complicated requests
- (5) The volume of requests is too large.

However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

#### **Calculation of Fees**

- \$0.25 per side for black and white photocopies and \$0.50 per side for color.
- 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 drivers will be provided at their actual cost per thumb/flash drive and may contain as much information as the thumb/flash drive will hold. Due to the threat of

#### **Umatilla County Special Library UCSLD**

Adopted - February 15, 2018

Reviewed & Updated - 09/26/2019, 12/15/2022, 09/25/2025

- 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 charged in 15-minute increments.
  - The actual cost for delivery of records such as postage and courier fees.
  - \$5.00 for each true copy certification.
  - Actual accountant fees charged to UCSLD for the cost of time spent locating and compiling records for the request.
  - 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.