

FROM OREGONDAS Support <oregondas@govqa.us> (Merilee Nowak, DAS)
TO Robert Samuel White <rsw@rswfire.com>
DATE July 27, 2026
SUBJECT **RE: Public Records Request of July 07, 2026, Reference # R000885-070726**
ATTACHMENT 2024-DOJ_PUBLIC_RECORDS_Manual.pdf

Dear Robert Samuel White,

The Oregon Department of Administrative Services received a Public Records Request from you on July 07, 2026. Please see the information below:

1. The number of public records requests the Department has closed, denied, or otherwise disposed of on the basis that DAS is not the custodian of the requested records (including dispositions referring the requester to another agency as custodian), broken down by year.

Number of requests where DAS was not custodian of requested records:

2026 = 6

2025 = 19

2024 = 6

Total = 31

2. Any written policy, procedure, guidance, standard, or training material governing how and when the Department determines that it is not the custodian of requested records, and how such a determination is distinguished from a "no responsive records" determination.

DAS uses guidelines provided by the Oregon Department of Justice for public records requests. A copy of this guidance is attached.

3. Any record reflecting the standard applied in making custodial-basis dispositions - for example, checklists, decision templates, internal instructions, or correspondence establishing the criteria used.

There are no additional guidelines used other than attached manual.

For questions or additional information, please reply to this email.

Sincerely,

Merilee Nowak
Oregon Department of Administrative Services