

SECTION 1: VOLUNTEER PROGRAM DOCUMENTATION

1. All policies, procedures, manuals, and guidelines related to volunteer management, discipline, and termination (2020-present)

Agency Response: OPRD can provide as requested.

2. All training materials provided to staff regarding volunteer supervision and communication

Agency Response: OPRD can provide as requested.

3. All documents related to volunteer program reviews, assessments, or evaluations

Agency Response: This request would take substantial staff time. Staff time to collect these records at the reduced rate would be \$32 per hour. Staff estimate a minimum of forty hours or more to provide these records as requested. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

4. All communications regarding changes to volunteer program policies or procedures since January 2025

Agency Response: No changes have been made to the policy or procedures for volunteers since January 2025. No records to provide.

SECTION 2: HONEYMAN STATE PARK OPERATIONS

5. All incident reports, complaint logs, or documentation of volunteer issues at Honeyman State Park (2020-present)

Agency Response: This request would take substantial staff time. Staff time to collect these records at the reduced rate would be \$32 per hour. Staff do not yet have an estimated number of hours to provide these records as requested but would develop if you request to move forward. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

6. All communications between Honeyman State Park staff and OPRD administration regarding volunteer management

Agency Response: This request would take substantial staff time. Staff time to collect these records at the reduced rate would be \$32 per hour and the potential for an additional \$75 per hour for any records that need legal staff review. Staff do not yet have an estimated number of hours to provide these records as requested but would develop if you request to move forward. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

7. All documents related to staffing changes, transfers, reassignments, or personnel actions at Honeyman State Park since January 2025

Agency Response: This request would take between 5-10 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

8. All training records, policy updates, or procedural changes implemented at Honeyman State Park since January 2025

Agency Response: This request would take between 2-6 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

SECTION 3: ADMINISTRATIVE COMMUNICATIONS

9. All communications, emails, memos, and documents involving Director Lisa Sumption regarding volunteer relations, Honeyman State Park operations, or volunteer program issues (January 2025-present)

Agency Response: This request would take between 15-20 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

10. All communications between OPRD and other state agencies regarding volunteer program operations or specific volunteer incidents

Agency Response: This request would take between 60-80 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

11. All briefings, reports, or analyses provided to executive leadership regarding volunteer program performance or issues

Agency Response: This request would take more than 40 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

12. All documents related to budget planning or resource allocation for volunteer program management

Agency Response: This request would take 1-3 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. Agency budget documents are available online at: <https://www.oregon.gov/oprd/AO/Pages/AU-budget.aspx>

SECTION 4: EXTERNAL COMMUNICATIONS

13. All communications with legal counsel regarding volunteer program operations, policies, or specific incidents

Agency Response: Legal counsel would provide documents in compliance with public records law at a reduced rate of \$75 per hour.

14. All communications with insurance providers regarding volunteer program liability or risk management

Agency Response: This request would take 30- 40 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

15. All media monitoring reports, public relations assessments, or reputation management documents

Agency Response: This request would take 1-5 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. Agency news releases are available online at: <https://www.oregon.gov/oprd/AO/Pages/AU-news.aspx>

16. All communications with Governor's office or other external agencies regarding OPRD volunteer programs

Agency Response: This request would take 10-15 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

SECTION 5: INVESTIGATIVE AND COMPLIANCE RECORDS

17. All investigation files, complaint responses, or disciplinary actions related to volunteer program management

Agency Response: This request would take 2-5 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

18. All documents related to workplace conduct investigations at any OPRD facility

Agency Response: This request would take over 30 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

19. All ethics complaints, HR investigations, or compliance reviews involving volunteer supervision

Agency Response: This would be included under #17.

20. All documentation of corrective actions, policy changes, or training implemented following volunteer-related incidents

Agency Response: This would be included under #1 and 2.

SECTION 6: OPERATIONAL RECORDS

21. All meeting minutes, notes, or agendas from staff meetings discussing volunteer program operations or systemic volunteer issues

Agency Response: This request would take between 15-20 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

22. All documentation related to volunteer recruitment, retention, or satisfaction assessments

Agency Response: This request would take 2-5 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

23. All contracts, agreements, or memoranda of understanding related to volunteer services

Agency Response: This request would take between 15-20 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

24. All budget documents or financial records related to volunteer program operations

Agency Response: This would be included under #12.

SECTION 7: DIGITAL COMMUNICATIONS

25. All work-related text messages, instant messages, or other digital communications between OPRD staff regarding volunteer program operations

Agency Response: This request would take substantial staff time. Staff time to collect these records at the reduced rate would be \$32 per hour and the potential for an additional \$75 per hour for any records that need legal staff review. Staff do not yet have an estimated number of hours to provide these records as requested but would develop if you request to move forward. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

26. All electronic calendars, scheduling records, or meeting documentation related to volunteer program management

Agency Response: This request would take substantial staff time. Staff time to collect these records at the reduced rate would be \$32 per hour and the potential for an additional \$75 per hour for any records that need legal staff review. Staff do not yet have an estimated number of hours to provide these records as requested but would develop if you request to move forward. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

27. All digital files, databases, or electronic records related to volunteer tracking or management

Agency Response: This request would take over 100 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

SECTION 8: EMPLOYMENT AND APPLICATION RECORDS

28. All employment applications, job postings, and hiring documentation for positions at Honeyman State Park (January 2025-present)

Agency Response: This request would take 10-15 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

29. All communications, evaluations, or documentation related to employment applications submitted by Robert Samuel White

Agency Response: This request would take 1-5 hours of staff time to gather these records, at the reduced rate would be \$32 per hour.

30. All hiring committee records, interview notes, or selection documentation for Honeyman State Park positions during 2025

Agency Response: This request would take 5-10 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. There is potential for an additional \$75 per hour for any

records that need legal staff review. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

31. All communications between Honeyman State Park staff and OPRD HR regarding employment applications or hiring decisions

Agency Response: This request would take 6-12 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.

32. All policies and procedures related to volunteer-to-employee transitions or internal hiring processes

Agency Response: OPRD will provide as requested.

33. All documentation of hiring decisions, rejection notifications, or application status communications for Honeyman State Park positions

Agency Response: This request would take 6-12 hours of staff time to gather these records, at the reduced rate would be \$32 per hour. If narrowed by time frame, keyword or specific focus area it may reduce the cost to provide these records.