

PUBLIC RECORDS REQUEST

TO Oregon State Police, Central Records Section

COPY Holly Bolton, Legal Compliance Specialist; Micah Hubbard, Records Request Unit; David Pitcher, Oregon Department of Justice

FROM Robert Samuel White, P.O. Box 334, Reedsport, Oregon 97467 — rsw@rswfire.com — 458-230-1869

DATE July 30, 2026

SUBJECT Request under ORS 192.311 to 192.478 — the Department's fee and exemption letter, its form, and its use

I. WHAT THIS REQUEST CONCERNS

This is a new public records request. It is not a supplement to PR27478 and is not to be consolidated with it. PR27478 remains open and reopened, and its processing should continue independently of this request.

On April 13, 2026, the Department sent me a letter in response to public records request PR27478. On July 30, 2026 the Department identified that letter as its assertion of a statutory exemption in that matter.

That letter is a form. It contains a list with checkboxes. On the copy issued in that matter, one item is checked, identifying one responsive record. No other item is checked. The letter states a statutory category without identifying any record within that category.

This request concerns that form: its text, its versions, the instructions governing its use, and the letters the Department has issued on it.

I am not asking the Department to create a record, to compile a statistic, or to perform an analysis. Where I ask how often something occurs, I ask for any existing record reflecting it, and in the alternative for the underlying letters from which the answer can be determined. I have marked those items accordingly.

Unless otherwise stated, the period requested is **January 1, 2023 to the present**.

II. THE FORM ITSELF

1. Every version of the fee, fee-estimate, or exemption letter template used by the Central Records Section, including the version issued on April 13, 2026, in the format in which it is maintained.

2. The complete list of line items that appear on that template in each version — every record type, category, or checkbox row the form contains, whether or not it is commonly used.
 3. All prior and superseded versions of that template, with any version numbering, effective dates, or revision history the Department maintains.
 4. Any record identifying who drafted, revised, reviewed, or approved each version, and on what date.
 5. Any record reflecting legal review of the template, or approval of its language, by the Department's legal compliance function or by the Oregon Department of Justice.
 6. Every other form letter, template, or standard response used by the Central Records Section in responding to public records requests, including no-records responses, acknowledgments, closures, and exemption notices.
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III. INSTRUCTIONS GOVERNING ITS USE

1. All policies, procedures, desk manuals, work instructions, checklists, training materials, presentations, or guidance governing the use of the templates in Section II, including any instruction on:
 - (a) when a checkbox item is to be checked or left unchecked;
 - (b) whether every responsive record must be listed on the letter, and how records the Department intends to withhold are to be shown;
 - (c) whether a statutory exemption may be stated as a category without identifying the specific record or records to which it applies;
 - (d) whether the letter is intended to constitute the notice required by ORS 192.329(2)(b), and if so, how the requirement to identify each record withheld is satisfied on the form;
 - (e) the statement of review rights required by ORS 192.329(2)(f), and where on the form it appears;
 - (f) any requirement that a fee waiver form be printed, completed by hand, signed, and mailed, and any authority for that requirement;

(g) whether a fee waiver request made in writing by email is sufficient, and whether staff are instructed to accept or decline such a request.

1. Any record identifying the authority for the requirement that the Department's fee waiver form be returned in printed form, and any record reflecting whether electronic submission is permitted, has been considered, or has been declined.
2. All communications between the Central Records Section and the Oregon Department of Administrative Services, or any other state entity, concerning the statewide fee policy referenced in the Attorney General's order of July 29, 2026 (DOJ File No. 257001-GA0140-26, footnote 1), including the "public interest threshold evaluation form" and its use.

IV. THE LETTERS THE DEPARTMENT HAS ISSUED

1. Copies of every fee, fee-estimate, or exemption letter issued by the Central Records Section on the templates identified in Section II, for the period January 1, 2023 to the present. Requester identities may be redacted; I am not requesting personal information about other requesters. What I am requesting is the letters as issued: the items listed, which are checked and which are not, and any exemption stated.
2. In the alternative, or in addition, any existing record — report, log, spreadsheet, dashboard, tracking system export, or summary — reflecting, for that period:
 - (a) the number of such letters issued;
 - (b) the number listing a single responsive record;
 - (c) the number listing more than one responsive record;
 - (d) the number on which any item was left unchecked;
 - (e) the number citing ORS 192.345(40);
 - (f) the number citing any exemption, by provision;
 - (g) the number in which a record was identified as withheld, as distinct from a category being stated.
1. Any record reflecting the Department's tracking of public records requests generally for that period, including the fields the Department's request-tracking system maintains, and any report or export capability it has for producing counts of the kind described in item 11.

V. WHAT REQUESTERS HAVE ASKED THE DEPARTMENT AFTER RECEIVING IT

1. All communications received by the Central Records Section from requesters, following issuance of a letter on the templates in Section II, in which the requester asked whether additional records exist, asked what records the Department holds, asked why an item was unchecked or blank, asked what an exemption citation on the letter referred to, stated that the response was unclear or incomplete, or otherwise sought clarification of the letter. Requester identities may be redacted.
 2. In the alternative, or in addition, any existing record reflecting the number of such communications for the period requested.
 3. All complaints, grievances, or expressions of dissatisfaction received by the Department concerning its public records responses, its fee letters, its fee waiver form, or the requirement that the waiver form be printed and mailed.
 4. All internal communications within the Department, or between the Department and the Oregon Department of Justice, discussing requester confusion about these letters, the clarity or adequacy of the templates, any proposed or considered revision to them, or any decision not to revise them.
 5. All petitions to the Attorney General concerning the Department's public records responses for the period requested, and all Attorney General orders issued on them, together with any internal record reflecting the Department's review of or response to those orders.
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VI. THE EXEMPTION PRACTICE

1. All records reflecting the Department's practice for asserting exemptions under ORS 192.329(2)(b), including any guidance on whether the record withheld must be identified to the requester.
2. All records reflecting the Department's practice for responding to requests that may encompass body-worn or in-car camera recordings, including any guidance on ORS 192.345(40), on the tailoring requirement in that provision, or on the public interest determination it requires.
3. Any record reflecting how the Department determines whether a recording exists in response to a public records request, including what systems are queried and by whom.
4. Any record reflecting the Department's retention schedules for body-worn camera recordings, in-car video recordings, recorded dispatch communications, and CAD audit trail data, together with any record of a change to those schedules since January 1, 2023.

VII. ADMINISTRATION

Fee waiver. I request a waiver under ORS 192.324(5). Disclosure primarily benefits the general public. This request concerns whether the Department's standard response instrument satisfies its statutory obligations to every requester who receives it. I have no commercial purpose. All records produced will be published in full, at no charge, at oprdrvoluteerabuse.org.

If the waiver is denied, I request a written denial stating the basis, with the statement of review rights. I ask that the determination not be conditioned on the return of a printed form, and I ask that the Department identify the authority for any such requirement.

Acknowledgment and timeline. ORS 192.324(2) requires the Department to acknowledge receipt or complete its response within five business days. ORS 192.329(5) requires a reasonable estimated completion date where the response cannot be completed within fifteen business days. I ask for both, in writing, at the outset.

Fees. ORS 192.324(4) prohibits a fee exceeding \$25 without prior written notice. If any fee is to be charged, I ask for that notice with an itemized basis before any work is performed, and for the opportunity to narrow the request rather than have it held pending payment.

Order of production. If any part of this request requires a fee or extended processing, I ask that it not delay the parts that do not. The records in Sections II, III and VI are few in number and are the core of the request. I ask that they be produced first, then the existing summary records in items 11 and 14, and the issued letters and requester communications in items 10, 13 and 15 last. I consent to production in installments as records become available.

Format. Electronic delivery by email or secure link, in the format in which the records are maintained.

Preservation. Please preserve all records responsive to this request, including all template versions, guidance, and issued letters, pending its completion.

Custodian. If the Department is not the custodian of any category, please identify the custodian rather than closing the request as to that category. ORS 192.311(2)(b).

Disposition. For each numbered item, please state whether responsive records exist, produce them, or cite the specific exemption claimed for each record or portion withheld, as ORS 192.329(2) requires. If any item is unclear, I will clarify it on request, and I ask to be told promptly rather than at the end of a processing period.

Respectfully,

Robert Samuel White

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<https://oprdivolunteerabuse.org>