



Oregon

Tina Kotek, Governor

Department of State Police Central Records Section

3565 Trelstad Ave. SE
Salem, OR 97317
(503) 378-3725 x44444
FAX (503) 378-6300

August 11, 2026

Robert Samuel White
Post Office Box 334
Reedsport, OR 97467

REF# PR36445

RE: Records Request Forms and Processes

Robert Samuel White,

This is in response to the above referenced request, which Oregon State Police received on July 30, 2026. The Department is in possession of the following records which have been identified as responsive to this request:

- Response Letter Forms
- Fee Schedule
- Letters the Department Has Issued 1/1/2023-Present
 - There are approximately 27,000 requests which need to be reviewed and redacted
- Requester Communications – through an email search

Central Records provides records in response to public records request, in accordance with applicable statutes, but is not able to answer specific questions.

Your request for a report, log, spreadsheet, etc. in regards to letters the Department has issued would require conducting a new search of system transaction or audit data. Oregon public records law does not require a public body to create a new record to respond to a request (ORS 192.324).

A number of items in your request are already publicly available, including

- The Oregon Attorney Generals Public Records and Meetings Manual (current edition 2024)
 - [Attorney General's Public Records and Meetings Manual 2024 - Oregon Department of Justice](#) – There is a link to the PDF version
 - This includes information on how exemptions are applied, including the public interest balancing test for conditional exemptions.
 - This includes, in combination with other listed links, information regarding fee assessments and fee waivers.
- DAS Fee Policy
 - <https://www.oregon.gov/das/Policies/107-001-030.pdf>
- Oregon Legislature Fees and Waivers
 - [Public-Records-Fees-and-Waivers-Background-Brief.pdf](#)

- The DAS Retention Schedules
 - [Records Retention Schedules | Oregon Secretary of State | State of Oregon](#)
 - [Oregon Secretary of State Administrative Rules](#)
 - <https://sos.oregon.gov/archives/records-management/Documents/schedule/schedule-police.pdf>
- Oregon Public Records Exemptions
 - [Public Records Exemptions - Oregon Department of Justice : Public Records](#)
- Public Records Order Database
 - [Search Results - State of Oregon Law Library Document Collections](#)

Communication between OSP and DOJ seeking advice or insight are exempt under ORS 40.225(2), which covers attorney client privilege.

ORS 192.324(4) allows a public body to “establish fees reasonably calculated to reimburse the public body for the public body’s actual cost of making public records available”. We will require an estimated processing fee to be paid prior to processing. The estimate is shown below. If this estimate is too high the difference will be refunded. If we find processing will exceed this estimate additional payment will be required and we will contact you. At least 30 minutes of processing time has been waived. It may be found that exemptions apply which could result in records being withheld or redacted. In order to determine the extent to which such exemptions apply we must locate and review the records.

Forms

Staff Time: \$25.00 (1 hours @ \$25.00 per hour to locate, compile, review, redact, copy and prepare materials for mailing as needed)

Issued Letters

Staff Time: \$16,250 (650 hours @ \$25.00 per hour to locate, compile, review, redact, copy and prepare materials for mailing as needed)

We anticipate releasing this category of records within 130 weeks, or 30 months from receipt of payment.

Communications

Staff Time to Conduct Email Search: \$40.00 (1 hour @ \$40.00)

This estimate is for the search only. Once the search is conducted, we will provide you with a second fee estimate for the cost to review and prepare the records for release. It may be found that exemptions apply which could result in records being withheld or redacted. In order to determine the extent to which such exemptions apply we must locate and review the records.

Please note that NO RECORDS WILL BE RELEASED UPON RECEIPT OF YOUR \$40 PAYMENT. We anticipate providing a second fee estimate for the cost to produce the records, within 3 weeks from receipt of this payment.

TOTAL DUE: \$16,315.00

Make check payable to Oregon State Police, (the Tax ID number is 93-6001779) and mail or deliver with a copy of this letter to:

Oregon State Police

**Attn: Central Records Section
3565 Trelstad Ave SE
Salem, OR 97317**

Because the estimated processing fees exceed \$250, we would be happy to accept a modify the scope of your request.

You may ask for a review of your request as it pertains to the exemptions used, pursuant to ORS 192.401, 192.411, 192.415, 192.418, 192.422, 192.427 and 192.431

Sincerely,

A handwritten signature in black ink that reads "Micah Hubbard". The signature is written in a cursive, flowing style.

Micah Hubbard
Records Request Unit Senior Admin, Legal Compliance Specialist
Central Records Section, Oregon State Police
503-930-7680
Micah.hubbard@osp.oregon.gov

Records Request

For Oregon State Police

Instructions & Process Details



Provide all information available. If there are fees associated with your request, you will receive an email with information on how to submit payment.

Questions? Email central.records@osp.oregon.gov

Requester Information



Please enter your contact information

Please select the option that best describes which requester type you represent: *

- | | | |
|--|---|---|
| ☐ Attorney | ☐ Government (State\Local) | ☐ Government (Federal) |
| ☐ Insurance | ☐ Law Enforcement (State\Local) | ☐ Law Enforcement (Federal) |
| ☒ Media | ☐ Private Citizen or Business | ☐ Other |

Requester Name *

ROBERT SAMUEL WHITE

Business/Agency Name

Email Address *

rsw@rswfire.com

Confirm Email Address *

rsw@rswfire.com

Telephone Number

Mailing Address

Street Address

POST OFFICE BOX 334

City

REEDSPORT

Postal / Zip Code

97467

State / Province / Region

OR

Country

USA

Select the appropriate box *

- ☒ Records Request
- ☐ Name Scan (Agencies Only)

Reason for Request

Requested Records *

Please describe in detail the records you are requesting

This request concerns the Oregon State Police fee and exemption letter used by the Central Records Section — the template itself, its versions, the instructions governing its use, and the letters issued on it. It is a new request and is not a supplement to PR27478. The complete request, with all 21 numbered items, is attached as a PDF; the items are summarized here.

The form itself. Every version of the fee, fee-estimate, or exemption letter template used by the Central Records Section, including the version issued April 13, 2026, in the format in which it is maintained. The complete list of line items appearing on that template in each version — every record type, category, or checkbox row the form contains, whether or not commonly used. All prior and superseded versions with version numbering, effective dates, and revision history. Records identifying who drafted, revised, reviewed, or approved each version and when. Records reflecting legal review or approval of its language. Every other form letter, template, or standard response used by the Section, including no-records responses, acknowledgments, closures, and exemption notices.

Instructions governing its use. All policies, procedures, desk manuals, work instructions, checklists, training materials, and guidance governing use of those templates, including any instruction on when a checkbox is to be checked or left unchecked; whether every responsive record must be listed and how withheld records are shown; whether an exemption may be stated as a category without identifying the record it applies to; whether the letter is intended to constitute the notice required by ORS 192.329(2)(b); the statement of review rights required by ORS 192.329(2)(f) and where it appears on the form; any requirement that a fee waiver form be printed, signed, and mailed, and the authority for it; and whether a written fee waiver request made by email is sufficient. Also any record identifying the authority for the printed-form requirement, and all communications with the Department of Administrative Services concerning the statewide fee policy and its "public interest threshold evaluation form."

The letters issued. Copies of every fee, fee-estimate, or exemption letter issued on those templates from January 1, 2023 to the present, requester identities redactable. In the alternative or in addition, any existing report, log, spreadsheet, or export reflecting for that period the number of such letters issued, the number listing one responsive record, the number listing more than one, the number with any item left unchecked, the number citing ORS 192.345(40), the number citing any exemption by provision, and the number in which a record was identified as withheld rather than a category stated. Also records reflecting the Department's request-tracking fields and its export capability.

Requester communications. Communications received from requesters after issuance of such a letter asking whether additional records exist, what records the Department holds, why an item was unchecked, or what an exemption citation referred to, or otherwise seeking clarification — identities redactable. In the alternative, any existing record of the number of such communications. All complaints concerning the Department's public records responses, its fee letters, its waiver form, or the printed-form requirement. All internal communications, or communications with the Department of Justice, discussing requester confusion about these letters or any proposed revision to them. All petitions to the Attorney General concerning the Department's public records responses in that period, the orders issued on them, and any internal record of the Department's review of those orders.

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

Period: January 1, 2023 to the present unless otherwise stated.

Administration. I request a fee waiver under ORS 192.324(5); disclosure primarily benefits the general public and I have no commercial purpose. I request acknowledgment under ORS 192.324(2) and a completion estimate under ORS 192.329(5). Under ORS 192.324(4), please provide written notice with an itemized basis before any fee exceeding \$25. I ask that the small, central items be produced first and consent to production in installments. Please preserve all responsive records pending completion. If the Department is not the custodian of any category, please identify the custodian rather than closing the request as to that category.

Incident Information



Use this section to request records related to an incident OSP investigated or a citation issued by OSP

Case # or Citation

(if known)

Officer

(if known)

Date of Incident

Time of Incident

May be an estimated time of Incident

Address of Incident

City of Incident

County

Type of Incident/Crime/Description of Events

Persons Involved

Full and complete names known

Name

Date of Birth

Vehicles Involved

Make/Model

License Plate

State

Additional Comments

Attach Document

File Upload

2026-07-30-osp-fee-form-request.pdf

29.92KB

Sign & Submit



Signature *

Date *

7/30/2026

Please allow up to 30 days for your request to be processed. All records requested are subject to release pursuant to state and federal statutes and all other governing authorities. Records may contain exempt information and are subject to being withheld or redacted.

