



Acknowledgement of Public Records Request

To: _____
[Requester]

In accordance with ORS 192.440(2), this is to acknowledge our receipt on [date] of your request for the following record[s]:

[Describe records requested.]

Having reviewed your request, we are able to inform you that:

___ Copies of all requested public records for which the Umatilla County Special Library District (UCSLD) does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.

___ UCSLD [does not possess/is not the custodian of] the requested record[s].

___ UCSLD is uncertain whether we possess the requested record[s]. We will search for the record and make an appropriate response as soon as practicable.

___ UCSLD is the custodian of at least some of the requested public records. We estimate that it will require [estimated time] before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$_____, which you must pay as a condition of receiving the records.

___ UCSLD is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.

___ [State/federal] law prohibits UCSLD from acknowledging whether the requested record[s] exist[s]. [Cite to relevant state/federal law.]

___ UCSLD is unable to acknowledge whether the requested record[s] exist[s] because that acknowledgement would result in [the loss of federal benefits/other sanction]. [Cite to relevant state/federal law.]