

## Sample Response to 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 [public body] does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.
- ☐ [Public body] [does not possess/is not the custodian of] the requested record[s].
- ☐ [Public body] is uncertain whether we possess the requested record[s]. We will search for the record and make an appropriate response as soon as practicable.
- ☐ [Public body] 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.
- ☐ [Public body] 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 [public body] from acknowledging whether the requested record[s] exist[s]. [Cite to relevant state/federal law.]
- ☐ [Public body] 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.]