



P O Box 125 385 W 2nd Street Ione, OR 97843 www.ionepubliclibrary.com 541-561-9828

Response to Public Records Request

To: _____

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

Description:

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

- Copies of all requested public records for which the Ione Library District does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.
- Ione Library District does not possess/is not the custodian of the requested record(s).
- Ione Library District is uncertain whether we possess the requested record(s). We will search for the record and make an appropriate response as soon as practicable.
- Ione Library District is the custodian of at least some of the requested public record(s). We estimate that it will require _____ before the public record(s) may be inspected or copies of the record(s) will be provided. We estimate that the fee for making the record(s) available is \$_____, which you must pay as a condition of receiving the records.
- Ione Library District is the custodian of at least some of the requested public record(s). We will provide an estimate of the time and fees for disclosure of the public record(s) within a reasonable time.
- State/Federal law prohibits Ione Library District from acknowledging whether the requested record(s) exist(s).
- Ione Library District is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgement would result in the loss of state/federal benefits/sanctions.