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DEPARTMENT OF JUSTICE
Justice Building
Salem, Oregon 97310
Telephone: (503) 378-4400

May 2, 1989

Mrs. Yvonne Martin
3617 Carmelle Court, N.E.
Salem, OR 97305

Re: Petition for Public Records Disclosure Order; Oregon State University Records

Dear Mrs. Martin:

This letter is the Attorney General's order on your petition for disclosure of records under the Oregon Public Records Law, ORS 192.410 to 192.505. The petition, which we received on April 26, 1989, asked the Attorney General to direct Oregon State University (OSU) officials to disclose the OSU School of Education internal operating procedures manual or some other document of similar import. For the reasons that follow, we deny your petition.

In your petition, you state that OSU officials told you that the School of Education has an internal operating procedures manual. You appear to have misunderstood them on that point. Our inquiry indicates that they informed you that there may be additional written policies and procedures on various topics within the School of Education beyond the OSU Policies and Procedures Manual. The document you seek - a School of Education internal operating procedures manual - does not exist. You may have gained a contrary impression from previous conversations with School of Education personnel about a manual undergoing revision. The documents under revision were the WOSC/OSU faculty bylaws. If you want a copy of those bylaws, you should ask for it.

As we indicated in our April 7, 1989, letter, your request is not specific enough to enable the agency to respond in a reasonable or knowledgeable fashion, without great expense and

effort. The Oregon Public Records Law requires a records request to be reasonably specific. See ORS 192.430, 192.470(1). An agency's noncompliance with a request that is not sufficiently specific does not constitute a denial reviewable by the Attorney General.

As we also indicated in our April 7 letter, OSU may estimate the amount of staff time required to respond to your request in its present scope, and require you to prepay the agency's anticipated actual costs. The charge may include staff time necessary to locate documents and provide disclosure. By narrowing and clarifying your request, you will greatly facilitate OSU's ability to respond, and reduce the ultimate cost to you of obtaining the records you seek.

In sum, as we did in our April 7 order, we deny your petition as premature. If you wish to clarify or narrow your request for records, please contact Charles Carpenter at OSU.

We understand that you have an attorney to assist you in this and related matters. In the future, it may be helpful if your attorney submits your requests for records on your behalf.

Very truly yours,

PAMELA L. ABERNETHY
Special Counsel to the
Attorney General

PLA:JMM:cfs:aml/5774G
cc: Caroline Kerl, Legal Advisor
Oregon State University

Charles Carpenter
Associate Dean
Oregon State University