FROM	[DOJ Staff]
TO	Robert Samuel White
CC	[DOJ Staff]
DATE	November 2, 2026, 8:30 AM PT
SUBJECT	**[White PRR-4] FW: Public Records Request: Guidance to Public Bodies on Searching Email**
ATTACHED	2026-10-27-doj-email-search-guidance.pdf, 2019 PRM Manual.pdf

This responds to your public records request (attached).

For the first request, attached is the 2019 Attorney General's Public Records and Meetings Manual and below is the link to the 2024 Attorney General's Public Records and Meetings Manual.

Attorney General's Public Records and Meetings Manual 2024 - Oregon Department of Justice<https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/>

For the second request, the estimated cost to search for, review, and produce the requested records is $80.00; this is based on the following breakdown: 2 hours of managerial time billed at $40/hr. We have already waived more than 30 minutes of processing time. We have denied your request for a fee waiver or reduction because we cannot conclude that disclosure to you will primarily benefit the general public. See ORS 192.324(5).

Additional fees may be assessed if estimates prove to be too low, and any overpayment of processing fees will be refunded if estimates prove to be too high.

If you would like to proceed with this request, please issue a check or money order in the amount above, made payable to the Oregon Department of Justice, and send it to:

Oregon Department of Justice
General Counsel Division
Attn: [DOJ Staff], Public Records
1162 Court Street NE
Salem, OR 97301

In the memo line of your payment, include your last name followed by "PRR." Please note that we do not accept credit cards or digital/electronic forms of payment. Once payment is received, we will begin processing your request.

For the third, fourth and fifth requests, we do not have any responsive records.

[Logo]

[DOJ Staff] (she/her)
Public Records Coordinator | Chief Counsel's Office | General Counsel
Oregon Department of Justice
1162 Court Street NE, Salem, OR 97301