Eastern Oregon University makes available online as much information as possible for public access, including information on Eastern Oregon University public meetings and records, facts, reports, and other areas. Please check our website for the information you need. If you wish to submit a public records request, please follow the guidelines delineated below.

.100 Method of Request and Receipt Date

Public record requests to Eastern Oregon University may either be sent by facsimile, electronically or by U.S. mail. The date of receipt will be calculated as the first occurring regularly scheduled workday between the hours of 8:00 a.m. and 5:00 p.m. Pacific Time.

.110 Public Records Officer

The public records officer for Eastern Oregon University is the Vice President for University Advancement, Timothy Seydel, One University Blvd., Inlow 212E, La Grande, Oregon, 97850. If you prefer to send your request via facsimile, that number is 541-962-3680, or if electronically please send to tseydel@eou.edu.

.120 Manner and Content

Public record requests must be made in writing and contain an address for delivery of documents, if any are located. Please describe your request with enough specificity to allow university personnel to retrieve the records, including a description of desired records and other information that could narrow the search (such as dates and names). Please indicate whether you would like to inspect the records or receive copies electronically or by mail.

.130 Response

The University General Counsel will respond to your request as soon as practicable depending upon staffing and workload priorities. The response will acknowledge receipt of the request and will include one of the following statements:
a. That Eastern Oregon University does not possess, or is not the custodian of the records you requested;
b. Delivery of copies of requested documents for which a claim of exemption from disclosure is not made under Oregon Revised Statutes;
c. That Eastern Oregon University is the custodian of at least some of the records you have requested, an estimate of the time required to prepare the records for inspection or copying and an estimate of the fees associated with preparation;
d. That Eastern Oregon University is the custodian of at least some of the records you have requested and an estimate of the time and fees for preparing the records for disclosure will be provided to you within a reasonable time;
e. That Eastern Oregon University is uncertain whether it possesses the records you have requested. However, the University General Counsel will search for the records and make an appropriate response as soon as practicable; or
f. That state or federal law prohibits Eastern Oregon University from acknowledging whether the records you have requested exist or that acknowledging whether the record exists may result in the loss of federal benefits or other sanctions. A statement of this nature will also include a citation to the state or federal law relied upon in this determination.

.140 Fees for Responses

Eastern Oregon University charges a copy fee of 25 cents per page. Eastern Oregon University also charges for the actual cost of making public records available. The charge includes but is not limited to staff costs for locating, gathering, summarizing, compiling, reviewing, tailoring or redacting the public records to respond to a request. The charge may also include the cost of time spent by an attorney in reviewing the public records, redacting material from the public records, or segregating the public records into exempt and nonexempt records. If the request is to inspect records, the charge includes the time for records to be prepared for review and the cost of staff time for a staff member to be present while the requester reviews the records to preserve the integrity of the records of Eastern Oregon University. If the request is to certify the records as true copies, the charge will include employee time spent in doing so. The charge will also include the cost of sending the records where copies are requested.

The cost of time for each employee is calculated by multiplying the employee's hourly wage calculation (including benefits expenses) by the hours or portions thereof necessary to locate, gather, summarize, compile, tailor, review, redact, segregate, certify or attend the inspection of the public records requested.