



AUHR 1.03 PUBLIC RECORDS INFORMATION, ACCESS, AND RETENTION

Purpose

All City records, regardless of physical or electronic form or media, created or maintained by City employees are subject to the State of Oregon's public records laws, which include provisions for safeguarding records from improper destruction or alteration and for providing public access to those records.

ORS Chapter 192 provides that "every person has a right to inspect any public record of a public body in this state". The definition of "public body" includes state and local organizations, including county and city governing bodies as well as the Auditor's Office and City bureaus. Although the law provides specific exemptions to disclosure, most records in the possession of a public body are available to the public for inspection. It is the intention of the Auditor's Office to be responsive and timely to requests for public records.

Auditor's Office employees should follow Auditor's Administrative Rule ADM-8.03 and their division's rules in responding to public records requests. It is advised to consult with legal counsel when questions regarding the application of the Public Records Law in a particular situation arise.

Document Reproduction Charges Allowed

ORS 192.440(4)(a) authorizes a public body to "establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person's request." Persons requesting extensive copying should be informed of the copying charge and provided an estimate of costs prior to making the copies. See [Auditor's Administrative Rule ADM-8.03](#) for public records request policies and procedures.

Record Transfer Procedure

See [Auditor's Administrative Rule ADM-8.04](#).

Contact Information

Questions concerning potential exemptions or procedural issues in responding to requests should be referred to legal counsel. Any questions regarding Archives or

Records Management should be directed to the Archives and Records Management division in the Auditor's Office.

References

City Code 3.76.010; City Charter 2-504; OAR 192; OAR 166.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 1.03 Public Records Information, Access and Retention.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.