



**CITY OF PORTLAND
UNIFORM PUBLIC RECORDS REQUEST FORM**

REQUESTOR INFORMATION

Date of Request: _____

Name: _____

Mailing Address: _____

City, State Zip: _____ Daytime Phone: _____

Email Address: _____ Fax: _____

Preferred method of contact: Mail Phone Email Fax

Is this request related to a lawsuit in which the City of Portland is a party, or a tort claims notice filed with the City of Portland? Yes No

Copies may be furnished without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public. Does this request primarily benefit the general public? Yes No If Yes, please describe the public benefit below.

DESCRIPTION OF RECORDS REQUESTED:

Please describe the materials you are requesting in as much detail as possible: type of document, date, author, title, etc. If you need more room, please attach additional sheets. If your request includes personnel records, a signed release from the employee is required. Please indicate if you want to inspect the records or if you need certified copies of the records. If no indication is made, regular copies will be provided.

- The City will respond to your request as soon as practicable and without unreasonable delay.
- If the estimated costs involved in fulfilling your request exceed \$25, the City will advise you of the estimated costs and require your approval before beginning work.
- If the fee estimate exceeds \$100, a 50% deposit may be required to begin work.
- Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above. These costs may include the cost of searching for records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records. I agree to pay a maximum of \$25 without further approval.

Signature of Requestor

Date

For Office Use
Response

CITY OF PORTLAND
UNIFORM RESPONSE TO PUBLIC RECORDS REQUESTS



Date/by:

The City of Portland acknowledges receipt of your Public Records Request and responds as follows:

1. **Enclosed are copies** of all requested public records for which the City does not claim an exemption from disclosure.
\$ _____ payable in full at the time copies are provided. (For fees not exceeding \$25.00)

2. The City will **provide copies** of all requested public records for which the City does not claim an exemption from disclosure, **as soon as practicable**.
\$ _____ payable in full at the time copies are provided. (For fees not exceeding \$25.00)

3. Some or all of the public records requested are **exempt from disclosure** and will be redacted or not provided. _____ (state or federal law)

4. The City **requests additional information or clarification** before the City can search for the records and make an appropriate response. Please contact _____ to provide more detail on the type of document, date, author, title, etc.

5. The City is **uncertain whether it possesses the public records**, and will search for the records and make an appropriate response as soon as practicable.

6. **The City does not possess** or is not the custodian of the requested public records.

7. _____ (state or federal law) **prohibits the City from acknowledging whether the record exists**; or acknowledging whether the record exists would result in the loss of federal benefits or other sanctions.

8. The City is the custodian of at least some of the requested public records and an **estimate of the time and fees for disclosure of the public records will be provided** by the City within a reasonable time.

9. The City is the custodian of at least some of the requested public records and the **estimated fees exceed \$25.00. Please sign and return the following agreement to proceed.**

Estimated time the City requires before the public records may be inspected or copies provided: _____;

Estimated fees that the requester must pay as a condition of receiving the public records: \$ _____.

50% Deposit required to proceed: \$ _____.

AGREEMENT TO PAY COST OF PROCEEDING WITH YOUR PUBLIC RECORDS REQUEST when estimated fees exceed \$25.00:

A 50% deposit may be required to proceed with your request. Full payment of the total amount of costs incurred is required before the public records are inspected or copies are released.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS, and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above. These costs may include the cost of locating records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records and mailing records, including the cost of searching for records.

Signature of Requestor

Date

Requestor Name (Please type or print clearly)

After signing, return to: _____ (City contact)

Research/labor
charges

\$ _____

Reproduction
charges

_____ pgs

\$ _____

\$ _____
Total Pmt Rcd

Date

**City of Portland
Public Records Requests
Contact List**

Bureau/Office	Contact	Address	Phone Number	email
Auditor's Office Council Contracts Disbursements	Toni Anderson	Auditor's Office 1221 SW 4th Ave, Room 140 Portland, OR 97204	503-823-4022	tanderson@ci.portland.or.us
Auditor's Office Archives / Historical Collection	Diana Banning	City of Portland Archives 9360 N Columbia Blvd Portland, OR 97217 (by appointment)	503-823-4631	dbanning@ci.portland.or.us
Auditor's Office Elections Lobbyists Progress Board Independent Police Review Audits Assessments, Finance & Foreclosure Ombudsman Hearings Office	Andrew Bryans	Auditor's Office 1221 SW 4th Ave Room 140 Portland, OR 97204	503-823-4079	Andrew.Bryans@ci.portland.or.us
Cable Communications and Franchise Management	David C. Olson	Room 1305 1120 SW 5 th Avenue Portland, OR 97204		
City Attorney	Kim Sneath	Office Manager City Attorneys Office 1221 SW 4 th Avenue Portland, OR 97204	503-823-4047	ksneath@ci.portland.or.us
Development Services (BDS)	Alisa Cour	Public Information Manager Bureau of Development Services 1900 SW 4th Avenue, Suite 5000 Portland, OR 97201	503-823-4017 503-823-7250 (fax)	coura@ci.portland.or.us

Emergency Communications (BOEC)	Glennia Lemoine	c/o Bureau of Emergency Communications P.O. Box 1927 Portland, OR 97207	503.823.0911	
Emergency Management (POEM)	Shelli Tompkins	Portland Office of Emergency Management 1001 SW Fifth Avenue, Suite 650 Portland, OR 97204	503-823-4187	
Environmental Services (BES)	Adele Leonard	Environmental Services 1120 SW 5th Ave., Rm. 1000 Portland, OR 97204	503-823-7008 503-823-5565 (fax)	adelel@bes.ci.portland.or.us
Fire & Rescue	Alissa Brumfield	Portland Fire & Rescue 55 SW Ash Street Portland, OR 97204		
Government Relations	Mark Landauer	Government Relations 1221 SW 4 th Avenue, Rm. 410 Portland, OR 97204		
Housing and Community Development (BHCD)	Beth Kaye	Housing & Community Development 421 SW 6th Ave, Suite 1100 Portland, OR 97204		bkaye@ci.portland.or.us
Human Resources (BHR)	Wayne G. Ferrell	City of Portland Bureau of Human Resources 1120 SW 5th, Room 404 Portland, OR 97204	503-823-3512 503-823-4156 (fax)	pswayne@ci.portland.or.us
Management & Finance (OMF)	Attn: Public Records Request Laurel Butman Principal Mgmt Analyst	Office of Management & Finance 1120 SW 5th Avenue, Room 1250 Portland, OR 97204	503-823-6806 503-823-5384 (fax)	
Neighborhood Involvement (ONI)		Office of Neighborhood Involvement 1221 SW 4th Ave, Room 110 Portland, OR 97204		
Parks & Recreation	Beth Sorensen	Public Information Officer Portland Parks & Recreation 1120 SW 5 th Ave, Suite 1302 Portland, OR 97204	503.823.5300 (office) 503.823.6634 (cell) 503.271.0309 (pager)	beth.sorensen@ci.portland.or.us

Planning		Portland Planning Bureau 1900 SW 4 th Avenue, Suite 7100 Portland, Oregon 97201-5380		
Police Bureau (PPB)	Christopher Paille	Portland Police Bureau 1111 SW 2nd Avenue, Room 1126 Portland, Oregon 97204		
Sustainable Development (OSD)	Michael Armstrong	Office of Sustainable Development 721 NW 9th Ave, Suite 350 Portland OR 97209		marmstrong@ci.portland.or.us
Technology Services (BTS)	Art Alexander	Bureau of Technology Services 1120 SW 5th Ave, Room 450 Portland, OR 97204	503-823-4893	aalexander@ci.portland.or.us
Transportation (PDOT)	Michael Tomsovic	Portland Bureau of Transportation 1120 SW 5th Ave Suite 800 Portland OR 97204	503-823-5825	Michael.Tomsovic@pdxtrans.org
Water Bureau	Jimmy Brown	Manager Community Involvement & Information Portland Water Bureau 1120 SW 5th, 6th Floor	503.823.3028 503.823.6133 (fax)	jbrown@water.ci.portland.or.us



City of Portland
Standard Fees for Public Records Requests
FY 2007-08

Standard Copy Fees

Item	Fee
8.5 x 11 per side	\$0.25
8.5 x 14 per side	\$0.25
11 x 17 per side	\$0.50
24 x 36 or larger per side	\$2.00
Color per side (11x17 or smaller)	\$1.50
Audio Cassette Tape	\$5.00
CD	\$5.00
Certified Mail	\$5.00
Deposit	50% over \$100.00
DVD	\$5.00
VHS Tape	\$15.00
Microfiche/Microfilm per page	\$0.35
Scan per page	Same as paper copy

Supplemental Labor Fees

Standard per-page copy fees include staff time to retrieve and photocopy records. If your request requires additional staff time, research or attorney review, additional labor fees may be charged.

Labor Research Attorney Review	See City Code Section 5.48.030 Actual cost of employee performing work which includes hourly payroll rate, benefits and overhead.
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Specific Fees

Item	Fee
Bureau of Technology Services	
Project Management	\$78.70/hour
Online eMail search	\$68.12/hour
Email Archives	
Discovery/capture/search	\$68.12/hour
eMail recovery from tape and search per day recovered	\$68.12/hour
Workstation file search	\$68.12/hour
Backup Tape Hold	\$250.00/week

Specific Fees

Item	Fee
Archives and Records	
Scan - photos and negatives	\$10.00 per image
Bureau of Emergency Communications	
911 Audio CD or CAD printout *Some requests may incur additional copy charges	\$50.00 per hour. 1 hour minimum
Fire Bureau	
Incident Report (up to 5 pages)	\$10.00
Incident Report (additional pages)	\$2.00
Non-confidential Fire Investigation Report (up to 5 pages)	\$10.00
Non-confidential Fire Investigation Report (additional page)	\$2.00
Other Document	\$0.50
Photograph 3 x 5	\$2.00
Photograph 5 x 7	\$5.00
Photograph 8 x 10	\$10.00
Photograph 10 x 12	\$10.00
Audio and Video Tape Reproduction	\$ 22.50 per hour
Supervised Records Inspection	Actual cost of employee
Office of Mgmt & Finance	
CAFR	\$25.00 Picked up \$35.00 Mailed
Police Bureau	
Police Report (up to 5 pages)	\$10.00
Police Report (additional pages)	\$2.00
Other Document	\$0.50 per page
Photograph 3 x 5	\$2.00
Photograph 5 x 7	\$5.00
Photograph 8 x 10	\$10.00
Photograph 10 x 12	\$10.00
Audio and Video Tape Reproduction	\$ 7.50 each
Name Record Check	\$5.00
Fingerprint Cards	\$5.00
Index Prints	\$5.00 per page
Search Fee	\$10.00

City of Portland Uniform Public Records Request Form

Requesting Records from the City of Portland Frequently Asked Questions

1. Q: *What is a public record?*

A: According to ORS 192.410(4) and the policy statement in ORS 192.420, a public record includes:

Any writing that contains information relating to the conduct of the public's business...used or retained by a public body regardless of physical form or characteristics.

It is important to note that the Public Records Law does not require the City to create a public record where none exists. This is especially true when it comes to data found in computer systems.

2. Q: *Why do I need to fill out this form?*

A: To streamline the public records request process, the City of Portland has created a standard form. Using this form will guide your request and make sure City bureaus receive your contact information and a clear, written request.

In some cases, an office may choose to have you use a more specific form that is suitable to their internal processes; or, if you have a straightforward request, an office may forgo requiring a form.

3. Q: *How much will a public records request cost?*

A: The cost of your request is dependent upon several factors: the types of records you are requesting, the complexity of your request, and the amount of research/staff time required to procure the information. Costs could range anywhere from no charge for a single page document up to thousands of dollars for an extensive network email search. Please see the City of Portland's *Standard Fees For Public Records Requests* for a list of common charges. If fees are expected to exceed \$25.00, you will be given a cost estimate soon after you make your request.

4. Q: *Why do I have to pay a fee?*

A: The Public Records Law expressly authorizes public agencies like the City to establish reasonable fees to be reimbursed for the actual costs of making the records available. Actual costs include paper or other media and mailing expenses, as well as time spent locating, reviewing, redacting, copying, and supervising a person's inspection

of original records in order to protect them. Actual costs also may include time spent by an attorney to review, redact or segregate records for possible exemptions.

5. Q: *One of the choices is to “inspect the records.” What does this mean?*

A: All citizens have the right to look at public records and it is not always necessary to make copies. The City is committed to using sustainable practices and tries to make copies only when necessary. Inspecting records first may also reduce your costs if by reviewing you are able to better pinpoint what you need or are able to satisfy your need by simply reading the records. Please note that the law does exempt some records or information from being shared; if you request information that is in this category, you will be notified.

6. Q: *The form says that the City will respond to my request “as soon as practicable.” What does this mean? What if I want the records today?*

A: In many cases, an office will be able to accommodate your request the same day. However, some requests are more complicated and require research, additional staff time or may take time to gather and copy. The office may need time to review your request to determine what is needed to get you the information you seek. If this is the case, the office will assess your request and provide you a time and cost estimate. You can assist this process by being as specific as possible when you make your request.

7. Q: *What happens if you can’t find all of the records I want? Do I still need to pay?*

A: Depending on the complexity of your request and the time spent by the office searching for your records, the bureau may choose to charge you for the time they spent searching. You can assist this process by being as specific as possible when you make your request.

8. Q: *I made my request but the office is saying that I need to go to another office to make the same request. Why do I have to make my request in more than one place?*

A: There are many bureaus in the City and sometimes they share aspects of responsibility, but maintain separate records. In these cases, it may be necessary to request information from more than one office or bureau in order to fulfill your request.

If you are referred to another office, consult the City’s Public Records Contact List for the name of the records coordinator within that bureau. Additionally, ask for a copy of your request form so you won’t need to fill out the same form twice.

9. Q: *The office said that the records I wanted weren’t available or that some of the information is exempt. What do I do now?*

A: The State of Oregon requires all government agencies to provide an index to the type

of records they create or manage and this index also includes how long the records need to be legally maintained; this index is called a Records Retention Schedule and can be found online at: <http://www.portlandonline.com/auditor/index.cfm?c=27173>. It is always helpful to review this list before making your request because it may assist you in making the request to the right office and may indicate whether the records you seek are still available.

If the office tells you that your requested records are exempt and they cannot share the information with you, they also need to tell you why and provide you with a citation to the relevant law exempting the disclosure. In some cases, it is possible to provide you with the records with protected information removed.

10. Q: *I have an ongoing interest in a particular set of records. May I submit one request and be notified whenever there is an update or new records are available?*

A: No. A new request must be made each time.

If you would like additional information about public records, the *Attorney General's public records and meetings manual / State of Oregon, Department of Justice* is available in public libraries or may be ordered from the Attorney General's Office.

An additional resource is *A Quick Reference Guide to Oregon's Public Records Law*, which can be found on Open Oregon's website: <http://www.open-oregon.com/>