



COVID 19 Closures

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ADM-8.03 - Public Records Requests

Binding City Policies (BCP)

Policy category: [Archives & Records Management](#)

Policy number: ADM-8.03

Purpose

The purpose of this administrative rule is to establish the policy relating to requests for public records of the City of Portland. It is to be in compliance with City Council direction as stated in Resolution 36563, amended by Resolution No. 36756, and with the requirements of Oregon law regarding public records requests of a public body.

Oregon Revised Statute 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 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 inspections.

It is the intention of the City of Portland to provide timely and consistent responses to requests for public records. The City requires that public records requests be made in consideration of this policy to promote its objectives and preserve the integrity of City records.

Submitting a Public Records Request

Public records requests of the City of Portland must be made in writing using one of the two forms approved by the Portland City Auditor:

1. **Submit a request online through the form available on the [Portland Public Records Request Center](#).**

The City of Portland encourages the use of its online system, the Portland Public Records Request Center, to submit requests for public records. The system is designed to streamline the request process, provide quicker responses from City bureaus, and simplify the management of responses to requests involving multiple bureaus.

Search Code, Charter, Policy

Keywords

Search

To submit a public records request online through the Portland Public Records Request Center, follow the directions on the City's website to create an account, submit a request, and monitor its progress. The Portland Public Records Request Center will route the request to the appropriate bureau for a response.

2. Complete the City's Uniform Public Records Request form. The form is available in multiple languages online.

Submit the completed form in person or by U.S. mail to the bureau with responsive records. A list of public records contacts for each City of Portland bureau can be found online. Working with the designated contact person for that bureau can improve the City's response to requests.

If submitting a request to the Bureau of Development Services, additional information is required using the bureau's forms and should be completed as described on the bureau's website.

The Uniform Public Records Request form cannot be submitted via email unless an accommodation is needed or a translated version of the form is used. Translated versions of the Uniform Public Records Request form can be submitted via email to PRRhelp@portlandoregon.gov.

Requests will be assigned to the bureau with responsive records. The responding bureau will use the City's online Public Records Request system and the internal procedures adopted as part of that system to respond within a reasonable time.

Fee Schedule for Public Records Requests

The City Auditor is authorized to adopt a [Standard Fee Schedule](#) to be used by City employees for costs relating to making records available. The Standard Fee Schedule incorporates general fees and fees specific to and determined by individual bureaus.

Oregon 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, research time to locate and analyze the requested records, even if no records are located or if the requested records are determined to be exempt from disclosure, and any time spent notifying public employees of requests for employee personal information. Actual costs may also include time spent by an attorney to review, redact, or segregate records for possible exemptions.

Accommodations

The City of Portland will make reasonable accommodations for people with disabilities and/or those needing assistance with language interpretation and translation. Accommodation requests related to public records should be made to the public records contact for the bureau who is the custodian of the requested records or via email to PRRhelp@portlandoregon.gov.

[Link to Public Records Requests Contact List](#)

Right to Appeal

ORS 192.415 provides the right to file a written petition to the Multnomah County District Attorney if the right to inspect or to receive a copy of any public record of the City of Portland was denied. The denial of a fee waiver request may also be appealed. More information on how to file a petition for review can be found on the [Multnomah County District Attorney website](#).

Other Resources

Browse frequently asked questions about requesting records at the [Portland Public Records Request Center](#) and choose "Find Information."

For additional information, please consult the [Oregon Attorney General's Public Records and Meetings Manual](#). Another resource is [A Quick Reference Guide to Oregon's Public Records Law](#), published by Open Oregon: a Freedom of Information Coalition in collaboration with the Oregon Attorney General's Office.

Administrative Rule Information and History

Questions about this administrative rule may be directed to the Portland City Auditor's Office at 503-823-4078.

Pursuant to authority granted in Resolution No. 36563, adopted by City Council December 19, 2007.

Amended by Resolution No. 36756, adopted by City Council December 16, 2009.

Amended by the City Auditor January 27, 2011.

Amended by the City Auditor December 21, 2015.












Amended by the City Auditor December 6, 2016. Replaces BCP-ADM-8.03 Public Records Requests, BCP-ADM-8.03 Public Records Requests - Appendix - Information and Forms, and BCP-ADM-8.03(A) Public Records Requests - Form Updates.

Amended by the City Auditor April 19, 2017.

Updated contact list filed for inclusion November 3, 2020.

Related documents

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-  [ADM-8.03 Contact List](#) (278.17 Kb)
-  [ADM-8.03 Standard Fee Schedule](#) (36.54 Kb)
-  [Fillable Public Records Request Form - Arabic](#) (933.81 Kb)
-  [Fillable Public Records Request Form - Chinese](#) (812.13 Kb)
-  [Fillable Public Records Request Form - Japanese](#) (862.65 Kb)
-  [Fillable Public Records Request Form - Lao](#) (120.85 Kb)
-  [Fillable Public Records Request Form - Romanian](#) (1.25 Mb)
-  [Fillable Public Records Request Form - Russian](#) (1.33 Mb)
-  [Fillable Public Records Request Form - Somali](#) (1.21 Mb)
-  [Fillable Public Records Request Form - Spanish](#) (1.21 Mb)
-  [Fillable Public Records Request Form - Ukrainian](#) (1.29 Mb)
-  [Fillable Public Records Request Form - Vietnamese](#) (1.31 Mb)
-  [Fillable Public Records Request Form](#) (107.06 Kb)

General information

 cityinfo@portlandoregon.gov

 [503-823-4000](tel:503-823-4000)

 [711](#) Oregon Relay Service

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