



ARA-8.06 - Public Access to Records Stored at the Archives and Records Center (PARC)

Administrative Rules Adopted by Bureaus Pursuant to Rule Making Authority (ARB)


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

Policy number: ARA-8.06

Search Code, Charter,
Policy

Keywords

Search

 [ARA 8.06 Public Access to Records Stored at the Portland Archives and Records Center \(PARC\) \(full text of policy\)](#) 314.03 KB

Purpose

City records stored at the Portland Archives & Records Center (PARC) are available for public review, with few exceptions. This policy establishes usage policies.

Policies

1. Records stored at PARC are available for public review with the following exceptions:
 - A. In some unique instances, agencies may choose to have all public records requests for their records channeled through their office. In these cases, the requestor will be notified and given a contact within the agency of record.
 - B. The records identified by state law as exempt from disclosure cannot be accessed at PARC; requestors will be referred to the City Attorney's office.
2. People wishing to inspect or conduct research may do so during Research Hours. [Open hours, along with instructions for using the Archives, can be found here.](#)
3. Members of the public are not charged for access to the records.
4. The public research room is supervised at all times and researchers may not remove records from the premises.
5. Digital and physical copies may be made of public records
 - A. Researchers are encouraged to use personal devices, such as phones and digital cameras, to create copies of records. Personal flatbed or feeder scanners are not permitted. Archives & Records staff will either make photocopies or digital scans

onsite or arrange to have copies made if onsite copying is unavailable. In rare cases, requests may take longer to be fulfilled, but if the time exceeds 15 business days, Archives & Records staff will notify the researcher of the anticipated time of completion.

B. Some requests for copies may not be fulfilled if the item may be damaged during copying. Archives & Records staff will discuss alternatives in these cases.

6. While Archives & Records does not charge the public for on-site access and assistance, the staff is unable to commit to more than one (1) hour of research for individuals unable to do their own research in person.

A. Researchers with questions involving more than one hour or those of a nature requiring interpretation are invited to make arrangements with Archives & Records staff for conducting research on-site.

Auditor's Office Administrative Rule Information

Questions about this administrative rule may be directed to the [Archives & Records Management Division](#).

History

Ordinance No. 182637, passed by City Council April 1, 2009 and effective May 1, 2009.

Amended by the City Auditor November 8, 2012.

Administratively renamed ARA-8.06 on December 6, 2022.

Adopted by the City Auditor on December 20, 2024, as interim rules, for a period of no greater than 180 days.



Portland City Auditor



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