



ARA-8.05 - City Bureau 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-8.05

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Keywords

Search

 [ARA 8.05 City Bureau Access to Records Stored at the Portland Archives and Records Center \(PARC\) \(full text of policy\)](#) 305.45 KB

Purpose

PARC stores inactive records for agencies and is the official repository for the City's historical records (Archives). The purpose of this policy is to set rules for City agencies requiring access to their records and other agency records stored at PARC.

Policies

Agencies may access their records and other records stored at PARC. Agencies may request to check out certain types of records for temporary use. Records not belonging to the agency or any records that are part of the Archives (Historical Records Collection) are unavailable for check out. However, they may be viewed on PARC premises alongside Archives & Records staff, except for records exempt from disclosure or in cases where an agency is the designated disseminator of the information.

Agency Access to records stored at PARC

1. Portland Archives & Records Center

- A. Unless otherwise directed by management, all employees of an agency are permitted to check-out their agency's records stored at PARC.
- B. Records identified as exempt from disclosure are only available to those who have direct responsibility for the records or have been approved for access.
- C. Agencies may choose to designate representatives who request records for a division or a particular type of record; in this case,

the designee will be the only agency employee who may order or receive these records.

- D. Agencies may not receive original records generated or maintained by another agency.
- E. Agencies may make arrangements to view documents at PARC, including those belonging to another agency. While onsite at PARC, agency staff may request a photocopy or digital scan of a record.
- F. Agencies may request a photocopy or digital scan of a record to be sent to them via mail or email, though Archives & Records staff may determine that the request for copy services should be routed through the agency that owns the records depending on volume. Copy services provided by Archives & Records are a courtesy and will only be performed for a request estimated by Archives & Records staff to take one (1) hour or less. Archives & Records reserves the right to route copy services through the owning agency for any request depending on staff capacity and business need.
- G. Only authorized employees may request records that are exempt from disclosure (ORS 192.420).
- H. Records requested and checked out to agency staff are sent through inter-office mail on Tuesdays and Thursdays. Records requested by the bureau before 8 a.m. are retrieved and sent out in that day's inter-office mail run. Requests made after 8 a.m. are sent out the next day.
- I. Rush requests for records are accommodated if determined to be feasible by Archives & Records staff but may not go out in inter-office mail. Requestors may pick the records up at PARC or arrange for a courier to pick them up. Anyone picking up records will be asked to show their city identification, and in the case of couriers, the requestor will notify PARC staff which company will pick up the records.
- J. Extensive requests may take additional time, and the requestor will be notified. Some requests may require a visit to PARC.
- K. Agencies will not add additional material to received files or boxes. Contact PARC for guidance if additional records need to be filed. Files or boxes returning with more material than was sent to the requestor will be rejected.
- L. Boxes or easily identifiable files may be requested. If a file is difficult to find within a box, or takes up a majority of the box, the whole box will be sent to the requestor.
- M. Boxes checked out for more than six months will be permanently reassigned to the agency. Agencies wishing to resend boxes that were reassigned to them will need to submit new forms following the requirements found on [this page](#).

2. Archives (Historical Records Collection)

- A. Agencies may not check out records that are part of the Archives (Historical Records Collection); rather, employees may view the

records at PARC. Research hours and other information about using the Archives can be found [here](#).

- B. Agencies can request copies or scans of materials from the Archives (Historical Records Collection) following the same processes created for members of the public. Information about requesting copies or scans of historical materials can be found [here](#) or by emailing parc@portlandoregon.gov.

Procedures

Agencies: Procedures for requesting records stored at PARC

1. Submit requests by email (PARC@portlandoregon.gov), phone (503-865-4100) or through the employee's request form via Efiles (<http://efiles.portlandoregon.gov>).
 - A. Requests received before 8 a.m. of a mail day (Tuesdays and Thursdays) will be sent out in inter-office mail that same day, unless otherwise notified.
 - B. All other requests will be placed in the queue and sent out the following mail day.
2. Provide the following information:
 - A. Agency
 - B. Contact information
 - C. Record(s) being requested by one of the following identifying methods, listed in preferred order of specificity:
 - I. PARC Confirmation number, along with the box number – e.g. 2007198 box 5;
 - II. PARC location – please note that this number is not always a constant and may change; or
 - III. Records Retention Schedule number and other identifying information about the box.
3. Know where and when inter-office mail is delivered for the agency and work unit, including boxes. Check these areas before contacting PARC if the file or box has not reached the requestor.
4. Return files promptly and boxes within 6 months to: 224/PARC, with the original check-out tag attached.

Archives & Records: Procedures for records requests

1. Process all requests received before 8 a.m. on mail days (Tuesdays and Thursdays).
 2. Notify requestor of any problems surrounding their request.
 3. Re-file returning records in a timely manner.
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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-8.05 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.

ARA 8.05 City Bureau Access to Records Stored at the Portland Archives and Records Center (PARC)

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