



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

Date of Request: \_\_\_\_\_

**REQUESTOR INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred method of contact:  Mail  Phone  E-mail  Fax

**REQUEST DETAILS**

1. Is this request related to a lawsuit involving the City of Portland? \_\_\_\_\_

If "yes," enter the case name, court docket number, or other identifying information:  
\_\_\_\_\_

2. Is this request related to a tort claims notice involving the City of Portland? \_\_\_\_\_

If "yes," enter the claimant's name and, if known, the incident date:  
\_\_\_\_\_

3. If you answered "yes" to question 1 or question 2, are you making this request on behalf of another party in the lawsuit or tort claim? \_\_\_\_\_

NOTE: If "yes," enter "City Attorney's Office" for question 4 in addition to any other applicable bureaus. This is required by state law (ORS 192.420(2)(a)).

4. Bureau or office, if known (a copy of this form must be submitted to each):  
\_\_\_\_\_

5. A fee reduction or waiver may be possible if the custodian determines that this request is primarily in the public interest. Does this request primarily benefit the general public? Please explain.

6. Does this request pertain to personnel records? \_\_\_\_\_

NOTE: If "yes," please attach a signed release from the employee.

7. How would you prefer to have this request fulfilled?

I would like to inspect the records.

I would like photocopies made and sent to me.

I would like electronic copies made and sent to me.

I would like photocopies made and held for me to pick up.

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**DESCRIPTION OF RECORDS REQUESTED**

Please include the following when describing the materials requested, to the extent known and with as much detail as possible:

- Type of document
- Title
- Date
- Address of any real property at issue
- Author
- Subject matter

NOTE: Additional sheets may be added if necessary.

**Description:**

- 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 those 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 may be inspected or copies 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. I agree to pay a maximum of \$25 without further approval.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date



**City of Portland**  
**Standard Fee Schedule for Public Records Requests**  
**Fiscal Year 2010-11**  
 (Last updated December 2009)

<b>Standard Copy Fees</b>	
<b>Item</b>	<b>Fee</b>
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
Electronic scan per side	\$0.05 less than paper copies

<b>Specific Fees</b>	
<b>Item</b>	<b>Fee</b>
<b>Bureau of Technology Services</b>	
Project Management	\$95.75/hour
Online eMail search	\$95.75/hour
Email Archives Discovery/capture/search	\$95.75/hour
eMail recovery from tape and search per day recovered	\$95.75/hour
Workstation file search	\$95.75/hour
Backup Tape Hold	\$250.00/week
<b>Bureau of Financial Services: Accounting</b>	
CAFR	\$25.00 Picked up \$35.00 Mailed
<b>Office of City Auditor: Archives and Records</b>	
Scan - photos and negatives	\$10.00 per image
<b>Bureau of Emergency Communications</b>	
Communications Database Research	\$50.00 per hour. 1 hour minimum.
Audio CD: 9-1-1 Telephone Call Recording / CAD Incident History Printout	\$50.00 per hour. 1 hour minimum.
Audio CD: Radio Dispatch Recording / CAD Incident History Printout	\$75.00 per incident. \$75.00 minimum. \$50.00 per additional hour beyond first hour.

<b>Supplemental Labor Fees</b>
Standard per-side copy fees include up to 30 minutes of staff time to retrieve the records and all photocopying/scanning. If your request requires additional staff time, research, or attorney review, additional labor fees may be charged.
Labor fees are based on the actual cost of the employee performing the work and includes hourly payroll rate, benefits, and overhead. See City Code Section 5.48.030.

<b>Specific Fees</b>	
<b>Item</b>	<b>Fee</b>
<b>Fire Bureau</b>	
Incident Report	\$10.00 up to 5 pages \$2.00 each add'l page
Non-confidential Fire Investigation Report	\$10.00 up to 5 pages \$2.00 each add'l page
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 & video tape copy	\$22.50 per hour
Supervised Records Inspection	Actual cost of employee
<b>Police Bureau</b>	
Police Report	\$10.00 up to 5 pages \$2.00 each add'l page
Other Document	Actual cost of employee
Photograph 3 x 5	\$2.00
Photograph 5 x 7	\$5.00
Photograph 8 x 10, 10 x 12	\$10.00
Officer Notebook Entry	\$8.50 per incident/per officer
Audio/Visual Reproductions	\$ 7.50 audio cassette \$26.25 VHS (2 hour) \$20.00 CD/DVD
Address/Name Record Check	\$5.00
Fingerprint Cards	\$5.00
Index Prints	\$5.00 per page
Search Fee	\$10.00
Supervised Records Inspection	Actual cost of employee