City of Portland
Standard Fee Schedule for Public Records Requests
Fiscal Year 2015-2016
(Last updated September 2015)

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	$0.50
Digitizing paper documents, per side	$0.05 less than paper copies
Digital records	No per-side charge, charge for actual staff time

Specific Fees	
Item	**Fee**
Bureau of Financial Services: Accounting	
Comprehensive Annual Financial Reports	$25.00 Picked up $35.00 Mailed
Office of City Auditor: Archives and Records	
Scans – photos, negatives, slides; documents scanned at a dpi greater than 300 and sized 11”x17” or smaller	$10.00 per image
Scans – documents scanned at a dpi greater than 300 and sized greater than 11”x17”	$20.00 per image
Scans – documents 200 dpi or less	$0.50 per image
Bureau of Emergency Communications	
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.
CAD printout only	$20.00

Labor Fees

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.

The fee for staff time expended responding to public records requests will be calculated as specified in Portland City Code 5.48.030, notwithstanding that this will often result in a fee that is less than the City’s actual staff and overhead costs.

Work to which the standard per-side copy fees cannot be applied will be charged on the basis of actual cost.

Specific Fees	
Item	**Fee**
Fire Bureau	
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
Photographs (CD)	$20.00 per CD
Audio & video tape copy	$26.50 per hour
Supervised Records Inspection	Actual cost of employee
Police Bureau	
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 4 x 6	$2.00
Photograph 5 x 7	$5.00
Photograph 8 x 10, 10 x 12	$10.00
Officer Notebook Entry	$10.00 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