



**City of Portland
Standard Fee Schedule for Public Records Requests
Fiscal Year 2016-2017
(Last updated August 2016)**

| 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 |
| 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 |
| Bureau of Development Services | |
| Development Services Center Requests | \$47.00 per hour \$15.00 minimum |

| Staff Time Fees |
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| 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. |
| Fees for non-sworn staff are calculated as follows: Individual staff hourly pay rate plus 39% health and benefits charge (Fee = hourly pay rate x 1.39 x time spent). |
| Fees for sworn staff are calculated as follows: Individual staff hourly pay rate for strait time plus 42% health and benefits charges (Fee = hourly pay rate x 1.42 x time spent). 15% added for labor at overtime rates. |
| 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 |
| Police Bureau or Portland Fire & Rescue Investigations | |
| Police Report or Fire Investigation Report | \$30.00 up to 10 pages/ \$2.00 each add'l page |
| Other Documents | \$30.00 minimum search fee/actual employee cost after first hour |
| Photographs 4 x 6 | \$24.00 up to 10 photos/ \$2.00 each additional |
| Photographs 5 x 7 | \$24.00 up to 6 photos/ \$5.00 each additional |
| Photographs 8 x 10 | \$24.00 up to 3 photos/ \$10.00 each additional |
| Photographs on CD | \$24.00 per CD |
| Officer Notebook Entry | \$39.00 per officer per incident |
| Audio/Visual Reproductions | \$50.00 minimum/actual employee cost after first hour |
| Address/Name Record Check | \$16.00 each |
| Fingerprint Cards | \$5.00 |
| Index Prints | \$5.00 per page |
| Search Fee | \$30.00 minimum/actual employee cost after first hour |
| Supervised Records Inspection | \$30.00 minimum/actual employee cost after first hour |