



City of Portland
Standard Fee Schedule for Public Records Requests
Fiscal Year 2018-2019 – This fee schedule is effective for Public Records Requests
made on or after July 1, 2018.
(Last updated August 2018)

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
Expedited Return	\$50.00
Bureau of Development Services	
Development Services Center Requests	\$15.00 minimum

Staff Time 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.
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/Search Fee	\$30.00 minimum search fee/actual employee cost after first half 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/Index Prints	\$5.00 per page
Supervised Records Inspection	\$30.00 minimum/actual employee cost after first half hour
Underground Storage Tank Reports (UST) (PF&R)	\$15.00
Fire Inspections/Open or Outstanding Fire Code Violations (PF&R)	\$12.00