



Nick Fish, Commissioner  
David G. Shaff, Administrator

1120 SW 5th Avenue, Room 600  
Portland, Oregon 97204-1926  
Information: 503-823-7404  
www.portlandoregon.gov/water



*An Equal Opportunity Employer*

## Portland Water Bureau Public Records Requests Policy, Establishing Rates and Fees

### **Purpose:**

To provide the public with guidelines on Portland Water Bureau Public Records Requests and Establishing Rates and Fees

### **Policy:**

It is the policy of the Portland Water Bureau to establish reasonable fees to be reimbursed for the actual costs of making the records available. Actual costs include paper or other media and mailing expenses, as well as time spent locating, reviewing, redacting, copying, and supervising a person's inspection of original records in order to protect them. Actual costs also may include time spent by an attorney to review, redact or segregate records for possible exemptions.

### **References:**

1. ORS 192.410 to 192.505 State of Oregon Public Records Law
2. City of Portland, Title 3 Chapter 3.76.090 Public Access to Records.

All records created or received by the City, except for those excluded by law, are available for inspection and copying by the public. The City may require that records use occur during certain business hours and at specified locations, and may charge fees to recover the cost of retrieval and copying.

3. City Code Section 5.48.030 Accounting Procedure
4. City of Portland, Title 3 Chapter 3.76.010 Definitions. In this Chapter, unless the context otherwise requires:
  - A. "**Agency**" means a department, bureau, office, commission, board, public corporation or other organizational unit created by the Council of the City of Portland.

B. "**Record**" means any document, paper, book, letter, drawing, map, plat, photograph, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, or other document of any other material, regardless of physical form or characteristic, developed or received in connection with the transaction of official business and preserved or appropriate for preservation by an agency as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the City of Portland or because of the informational value in them. The term does not include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved solely for convenience of reference, or stocks of publications.

C. "**Public**" means all records created or received by the City of Portland in the course of official business. These records are public property and are subject to records management requirements established by this Code.

**Standard Fee Schedule**

The Public Records Law expressly authorizes public agencies like the City to establish reasonable fees to be reimbursed for the actual costs of making the records available. Actual costs include paper or other media and mailing expenses, as well as time spent locating, reviewing, redacting, copying, and supervising a person's inspection of original records in order to protect them. Actual costs also may include time spent by an attorney to review, redact or segregate records for possible exemptions. (See linked form).

**Portland Water Bureau Fees**

The Water Bureau bills document reproduction fees at the Water's Bureau cost, as follows:

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	\$0.35
Electronic scan per side	\$0.05 less than paper copies

Please note a **50% deposit** will be required for requests with estimated costs in excess of **\$100**.

**Attached Links:**

1. Public Records Request Form in fillable format:  
<http://www.portlandonline.com/auditor/index.cfm?&a=197568&c=35190>
2. City of Portland Uniform Response To Public Records Requests:  
<http://www.portlandonline.com/auditor/index.cfm?&a=189943&c=35190>
3. City of Portland Standard Fees for Public Records Requests Fiscal Year 2011-12:  
<http://www.portlandonline.com/auditor/index.cfm?&a=185827&c=35190>
4. Frequently Asked Questions by the Public:  
<http://www.portlandonline.com/shared/cfm/image.cfm?id=185828>

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Water Bureau Administrator