

ARA-7.03 - Redaction and Non-Disclosure of Council Agenda Records

A. Purpose

The purpose of this rule is to identify situations where Council agenda records may be redacted or determined exempt from disclosure and the process for making such requests.

B. Redaction Requests for Council Agenda Records

After recording of Council action, the Council Clerk archives original, unedited Council agenda records in the City's records management system and posts documents and recordings to the City's website.

Under limited circumstances, the Council Clerk may redact information in a document or recording before the record has been archived in order to protect confidential information that is mistakenly disclosed (e.g., social security numbers, health information, violation of a non-disclosure agreement, etc.).

1. To request a redaction on the basis of inadvertent disclosure of confidential information, email the Council Clerk at councilclerk@portlandoregon.gov to request the redaction and state the reason for the request.
2. Discretion over whether to redact lies with the Council Clerk. The Council Clerk will respond to individual requests by email to approve or deny the request. If the redaction request is approved:
 - a. The redacted content will be limited to the identifying information.
 - b. The official record, which will remain in its unedited form, will reside in the City's records management system with restricted access. The redacted version of the record will be publicly available. NOTE that unless a safety exemption is requested and granted (see section C below), depending on the nature of the reacted information, the redacted information may nonetheless be discoverable by a public records request.

C. Safety-Related Non-Disclosure of Council Agenda Records

In accordance with Oregon Public Records Law ([Oregon Revised Statutes Chapter 192.368](#)), an individual may submit a request to exempt records containing the individual's home address, telephone number or email address from disclosure if disclosure would put the personal safety of the individual or a family member residing with the individual in danger. Members of the public may review the safety exemption qualifications and submit a request for a safety exemption [here](#).

Auditor's Office Administrative Rule Information

Questions about this administrative rule may be directed to the [Council Clerk](#).

Auditor's Office Administrative Rule History

Filed for inclusion in PPD April 29, 2014.

Amended by the City Auditor August 19, 2019.

Amended by the City Auditor [DATE], after a minimum 30-day public comment period.