



**City of Portland**  
**Standard Fee Schedule for Public Records Requests**  
**Fiscal Year 2022-2023 – This fee schedule is effective for Public Records Requests**  
**made on or after June 24, 2022.**  
**(Last updated June 2022)**

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
CD/DVD	\$5.00
Certified Mail	\$5.00
Microfiche/Microfilm per page	\$0.50
Digital records or Digitizing paper records	No per-side charge, charge for actual staff time

Staff Time Fees
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 straight 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.
The City requires payment of the listed specific fees or a 50% deposit of other estimated costs before beginning work on public records request.

Specific Fees	
Item	Fee
<b>Office of City Auditor: Archives and Records</b>	
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
<b>Bureau of Emergency Communications</b>	
Communications Database Research	Actual staff time costs for time spent
Audio CD: 9-1-1 Telephone Call Recording / CAD Incident History Printout	\$40.00 per incident. Actual staff time costs. beyond first hour.
Audio CD: Radio Dispatch Recording / CAD Incident History Printout	\$60.00 per incident. Actual staff time costs. beyond first 80 minutes.
CAD printout only	\$20.00
Expedited Return	\$50.00
<b>Bureau of Development Services</b>	
Development Services Center Requests	\$15.00 minimum

Specific Fees	
Item	Fee
<b>Police Bureau or Portland Fire &amp; Rescue Investigations</b>	
Police Report or Fire Investigation Report	\$12.50 up to 10 pages/ \$1.00 each add'l page
Other Documents/Search Fee	\$12.50 minimum search fee/actual staff time cost after first 17.5 minutes
Photographs on CD	\$17.50 per CD
Officer Notebook Entry	\$17.50 per officer per incident
Audio/Visual Reproductions	\$17.50 minimum/actual staff time cost after first 24 minutes
Address/Name Record Check	\$8.50 each
Fingerprint Cards/Index Prints	\$5.00 per page
Supervised Records Inspection	Actual staff time cost
Underground Storage Tank Reports (UST) (PF&R)	\$15.00
Fire Inspections/Open or Outstanding Fire Code Violations (PF&R)	\$12.00