



600 NE Grand Ave.
Portland, OR 97232-2736

Public Records Requests Fee Schedule

Effective: January 1, 2025

MATERIALS FEES

| | |
|-----------------|------------------------------|
| B/W photocopy | \$0.25 / per side (any size) |
| Color photocopy | \$1.50 / per side (any size) |
| CD or USB Drive | \$5.00 |

LABOR FEES

| | |
|----------------|-----------------|
| Administrative | \$ 60.58 / hour |
| Professional | \$ 87.70 / hour |
| Manager | \$124.69 / hour |
| Attorney | \$136.71 / hour |

ADDITIONAL FEES (Third party)

| | |
|----------------------------------|--|
| Off-site Retrieval – Next Day | \$ 79.48 (1 box, round trip) |
| Off-site Retrieval – Same Day | \$119.10 (1 box, round trip) |
| Off-site File - Virtual Transfer | \$ 39.40 per file |
| Certified Mail | \$ 4.40 (does not include cost of first-class postage) |
| Postage and Shipping | <i>Current postage rates</i> |

- Labor fees include staff time spent searching, retrieving, and re-filing records; reviewing records for exemptions; supervising on-site inspection of records; scanning; and other activities required to fulfill public records requests.
- If the total estimated costs are less than \$25.00, payment will be due upon receipt.
- If the total estimated costs exceed \$25.00, an estimate will be provided and will require the requester's approval before work begins.
- If the estimated costs exceed \$100.00, a 50% deposit will be required before work begins.
- Upon receiving a cost estimate, requesters may request a fee waiver or reduction by submitting a completed **Fee Waiver/Reduction Request** form.