

Metro guide

Metro Archives and Special Collections



Making a public records request

When to make a request

Many of Metro's records have been digitized and indexed and are available for viewing, printing, and downloading through Metro's website and [WebDrawer](#). However, if the records you want are not available online, you can request them by submitting a public records request. The public records request process allows you to:

- Access records unavailable online, provided they are not exempt from public disclosure
- Indicate how you would like copies of the records to be transmitted
- Visit Metro to view and obtain copies of records

Many of Metro's records are open to the public; however, some are not because they may contain sensitive information about individuals or information that was shared confidentially with the agency. For information on why certain records are exempt from public disclosure, please refer to [Oregon Public Records Law](#).

If you wish to view the records at Metro, you will need to make arrangements in advance with Metro's records officer, as this will ensure the records will be ready to view. If a record is not view upon your arrival.

Submitting a Request

The public records request form, list of fees, and information on where to submit your request can be found on Metro's [Request public records](#) webpage, along with FAQ's on requesting public records.

When completing the form, please provide detailed information about what you are looking, along with your name, organization (if applicable), address, and contact information. Your request can be submitted by clicking on the "submit by email" box (located at the top of the form), or a printed form can be mailed or hand-delivered to the [Metro Regional Center](#).

Before submitting your request, please review the fee worksheet on the back of the form that lists potential charges.

Depending on the scope and/or complexity of your request, fees may be assessed, in which case, you will receive a cost estimate for your review and approval.

Questions about Metro
Archives and Special
Collections?

Metro's records officer
503-797-1740 or
records@oregonmetro.gov

**METRO
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Upon receipt of your request, Metro will send you a written acknowledgement. You may also be contacted if the request:

- Requires needs additional clarification
- Will take a significant time to fulfil
- Will result in the assessment of fees and how much
- Includes any records with exemptions or records that Metro does not hold

Please note that fees are based on the estimated time it will take to locate and review the records. If the cost estimate is approved, you will be asked to pay in advance 50% of the total estimated cost. The work of gathering and assembling the records for internal review will begin once the deposit has been received. Upon completing the compilation of said records, you will be contacted to process the remaining balance. After receiving final payment, Metro will forward the records to you electronically. If you require paper copies, there will be an additional fee.

Ready to start your research?

Here are options available to you:

- See the Metro Archives and Special Collections website for more information about what we have.
- Use Metro's online search tool - [WebDrawer](#) - to search digital records.
- To view records that are not accessible via WebDrawer, contact Metro's records officer by phone [503.797.1740](tel:503.797.1740) or by email, records@oregonmetro.gov