



600 NE Grand Ave.
Portland, OR 97232-2736

Public Records Requests Fee Schedule

Updated July 1, 2020

COPY / SCAN / MATERIALS FEES

B/W per side (any size)	\$0.25
Color per side (any size)	\$1.50
Photograph 3x5	\$2.00
Photograph 5x7	\$5.00
Photograph 8x10	\$10.00
CD or USB Drive	\$5.00

LABOR FEES

Administrative	\$49.96 / hour
Professional	\$73.53 / hour
Manager	\$100.23 / hour
Attorney	\$109.69 / hour

ADDITIONAL FEES (Third party)

Off-site Retrieval – Next Day	\$69.80 (1 box, round trip)
Off-site Retrieval – Same Day	\$104.70 (1 box, round trip)
Off-site File - Virtual Transfer	\$37.66 per file
Certified Mail	\$6.75 per ounce
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; 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.