



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 [Metro Online Records](#). 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 upon your arrival.

Submitting a Request

Instructions on how to submit your request can be found on Metro's [Request public records](#) webpage, along with FAQ's on requesting public records. Currently, all requests are submitted through Metro's public records center.



When completing the online form, please provide detailed information about what you are looking for, along with your name, organization (if applicable), and contact information.

Please note that special accommodations will be made for members of the public who do not have access to a computer.

Before submitting your request, please review the Public records request fee schedule 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.

Upon receipt of your request, you will receive an acknowledgement of receipt. You may also be contacted if the request:

- Requires additional clarification
- Will take a significant time to fulfill
- Will result in the assessment of fees
- 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 send you notification that the records are available to access through the public records center. If you require paper copies, there will be an additional fee (printing and postage costs).

Ready to start your research?

Here are the 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 – [Metro Online Records](#) - to search digital records.
- To view records that are not accessible via Metro Online Records, contact Metro's Records and Information Management (RIM) program at records@oregonmetro.gov

Questions about Metro Archives and Special Collections?

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

