



600 NE Grand Ave.  
Portland, OR 97232-2736

## Public Records Requests Fee Schedule

Effective: January 1, 2024

### 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	\$ 77.98 (1 box, round trip)
Off-site Retrieval – Same Day	\$116.97 (1 box, round trip)
Off-site File - Virtual Transfer	\$ 39.04 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.