

PUBLIC RECORDS REQUEST - PUBLIC INSTRUCTIONS

ACCESS TO PUBLIC RECORDS

Individuals, organizations, agencies, and/or businesses may request Multnomah County to provide copies of procurement and contract documents. Purchasing maintains the procurement and contract records for Multnomah County. Access to public records is provided in compliance with State ORS 192 and Multnomah County Administrative Procedure REC-2 (Multnomah County Public Records Disclosure Practice).

The public's right to request inspection and/or copies of public records from government agencies bound by Oregon State Law are covered in ORS 192. ORS 192.440 states the public must be provided written notification from Purchasing and estimated fees in excess of \$25.00 related to a records request, and that Purchasing must receive confirmation to proceed from the requester.

REQUESTING PUBLIC RECORDS

Requests for public records are required to be submitted electronically or in writing to the address below. Requests should include a clear description of the public records you are requesting to inspect or have copied, as well as your contact information. Purchasing may need to request additional information or clarification. Written requests will be responded to as soon as possible without unreasonable delay.

Submit requests to:

Electronically: purchasingmanager@multco.us

or by Mail: Public Records Request
Multnomah County Purchasing
501 SE Hawthorne Blvd, Suite 320
Portland, OR 97214

Include the following with your request (when known):

- Sourcing event number and name
- Sourcing event lead - contact person
- Contract number and supplier name
- Detailed description of records are being requested
- Originating department

You may also call us at 503-988-5111 for help in creating your request.

FEE SCHEDULE, NOTIFICATION AND COLLECTION

Fees for Public Records Requests cover the costs of fulfilling the request and include: research, retrieval, replacement of records into files, duplication, and any other tasks

related to responding to the specific request. Payment may be made by credit or debit card only.

All requests will be assessed a minimum \$22.61 processing fee to cover the base administrative costs associated with the request. The administrative costs include various staff time including Purchasing Manager, Procurement and Contracting staff, and front desk clerk. Staff time required to research and retrieve records will accrue at the individual's rate in increments of 15 minutes and are charged in addition to the base fee.

After an initial assessment, Purchasing will provide a written estimate of the full cost of retrieval and duplication to the requester. Estimates will also include the County's actual cost for scanning, binding, oversized paper, postage and other costs associated with the request. Payment is required in advance, by credit or debit card. When payment is received, the records will be provided to the requester.

In-person requests: The public may view records in person at the Purchasing office by appointment only. Appointments are normally made with 24-hour notice after the documents have been retrieved from our offsite archived location.

Printed copies of documents will be charged the \$22.61 base processing fee and a per page rate of .25 per side. Payment is required prior to making copies – by credit or debit card only.

The Purchasing Manager or designee may authorize a waiver or reduction of fees if it is determined to be in the interest of the public.

Purchasing Fee Schedule*
Payable by Credit or Debit Card only

Note: All requests will be assessed a \$22.61 processing fee to cover the administrative costs associated with the request. This fee includes review of the request, assignment to staff, research, and coordination of payment and transfer of records. Additional Staff time will be charged at the individual staff rate.

Printed copies	.25 per side
Research and retrieval charges	Individual staff rate in increments of 15 minutes
Binding, oversized paper and mail/shipping fees	Actual cost incurred
Legal review of request and/or requested records	Case-by-case basis
County Records Management & Archives review of request and/or requested records	Case-by-case basis
Time and charges from other Multnomah County Department, Divisions or Offices	Based on other Department's fees and case-by-case basis
USB Drive (16 gb)	Actual cost plus shipping

**Note – This Fee Schedule is not inclusive of all possible charges. Each request is unique and requires evaluation on a case-by-case basis.*