3) BDS Enforcement Case Records Requests Fee Schedule and Process

Type of Request	Fee for Service*
BDS Enforcement Cases (Housing, Nuisance, Zoning, Noise, Dangerous Building, Work without Permit, Signs, etc)	Minimum $15 Hourly rate of $60.00

* Fees will be charged at the minimum rate, and then in increments of 15 minutes. Fees for Photocopying 10 or more sheets and copying performed by Printing and Distribution Services are separate (see below). The 1st half hour of Fees for Service are waived for records request made by the resident of a property. Coping charges still apply

BDS Enforcement Case Records Requests Process

Requests for records maintained by the Enforcement program can be made by completing and submitting the City's Uniform Public Records Requests Form. Using the form will guide your request and make sure BDS receives your contact information and a clear, written request. Completed forms may be submitted to Lisa Dibert via mail, fax at (503) 823-7915, or email at codec@ci.portland.or.us. If you have questions regarding an Enforcement records request, you may contact Lisa Dibert at (503) 823-7891.

Based on the completed request form, the bureau will provide you with a fee estimate for making the records available, which may include, but not be limited to, the costs of locating records, reviewing records to redact exempt material, supervising the inspections of records, copying records, certifying records, researching records, archive requests and mailing records.

Once the cost estimate is completed, a Uniform Response to Public Records Requests form will be provided outlining the estimated costs for making the requested records available. If the estimated cost exceeds $100, a 50% deposit will be required prior to beginning work. Full payment of the total cost is required before the public records can be inspected or copies are released. Depending on the extent and complexity of records requests, this process may take several days or weeks to perform.

For in person requests, you may pay with cash, check or credit card. Credit card payment can only be processed through the cashier located in the Development Services Center. The BDS staff assisting you will direct you to the appropriate cashier. . .

Please note that per ORS 192.502(4), confidential submissions (complainant information) are exempt from disclosure under the Oregon Public Records Law. Complainant information shall be redacted from all public record requests made by the public.

Photocopying Costs:
The following rates are charged for photocopying done by BDS staff:

- Up to 10 letter size photocopies included in hourly rate in table above.
- Eleventh copy, letter size or smaller, $0.50; additional copies $0.15 each
- First copy, legal size or larger, $1.00; additional copies $0.35 each
- Photocopies of microfilm, site plans, maps, etc. are performed by the City's Printing and Distribution Services office, and their rates apply

BDS may choose to have the Printing and Distribution Services Office perform photocopy jobs at its discretion.