

City Recorder

The City Recorder's Office serves as the clerk of the City Council, the **City Elections Officer**, the **City Records Manager**, oversees the operations of the **Municipal Court** and **Business License program**, and authorizes the **issuance of liquor licenses**.

As clerk of the City Council, the City Recorder will ensure:

- Access to public meetings
- Preservation of Council records (agendas, packets, minutes, resolutions, and ordinances)
- Public access to Council records

As the Elections Officer, the City Recorder will coordinate city elections and perform election related activities, including:

- Verifying and accepting filing materials for nomination petitions
- Preparing and submitting proposed ballot titles to the County Elections Office
- Providing State elections manuals and forms to the public
- Preparing and publishing election notices
- Certifying election results

As the City Records Manager, the City Recorder's Office shall oversee that all records in the City are maintained in accordance with the **State's City General Records Retention Schedule** and that the public is allowed access to any non-exempt records. On our website you can find digital copies of recent **Council Agendas and Minutes**, **Resolutions** and **Ordinances**.

If you would like to request copies of other non-exempt City records, please complete our online **Public Records Request** form.



Quick Links



[Digital Archives](#)



[City Council Elections](#)



[Public Records Request](#)

Web Links

- [Troutdale Municipal Code](#)
- [Oregon Secretary of State: Voting & Elections](#)
- [Multnomah County Elections Division](#)