


# Public Records Requests 2015 Year in Review

**TriMet Board Briefing**

**February 24, 2016**

# Public Records Requests (“PRRs”)

- Improve PRR Process
- Incorporate electronic methods


Clear All

**REQUEST FOR INSPECTION OF PUBLIC RECORDS**

To request to inspect or receive a copy of a TriMet record, complete this form and submit it to: TriMet Legal Department, Attn: Kimberlee Akimoto, 1800 SW 1<sup>st</sup> Avenue, Suite 300, Portland OR 97201 | Email: [recordsrequest@trimet.org](mailto:recordsrequest@trimet.org) | Phone: 503-962-6482 | Fax: 503-962-3095. All requests must be authorized by TriMet’s Legal Department. The request should identify the requested records as specifically as possible. TriMet may request additional information or clarification from the requestor if necessary to expedite TriMet’s response to the request.

REQUEST SUBMITTED BY:		
Name:		Firm/Company:
Address:		City/State/Zip:
Phone:	Fax:	Email Address:

**REQUEST DETAILS:**

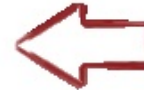
I am interested in:  inspecting  obtaining a copy of the following TriMet records:

This request is related to a claim or litigation involving TriMet:

- Claim (please provide TriMet claim # if known, claimant’s name and incident date)
- Civil Judicial Proceeding (please provide case name, court docket #, attorney’s name and other identifying information)

## Request for Inspection of Public Records

Submit the form below to inspect or receive a copy of a TriMet record.



All requests must be authorized by TriMet's Legal Department. TriMet may request additional information or clarification from the requestor if necessary to expedite TriMet's response to the request.

**Inspection of public records:** Public records are available for inspection weekdays, between the hours of 10 a.m. and 4 p.m., excluding observed holidays. No person examining records may remove them from TriMet or write on them, fold them, or otherwise alter their appearance.

### Public records fees:

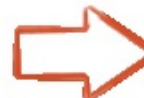
[View the list of fees TriMet is authorized to charge under public records law.](#)

I am interested in:

- Inspecting a copy of the following TriMet records
- Obtaining a copy of the following TriMet records

### Requested records

Please identify the requested records as specifically as possible.



### Public Records Request Log



View recent public records requests or check the status of a request

### Download request form

If you prefer, you may download a PDF of the request form and submit it via email, postal mail or fax.



Public Records Request Form  
PDF

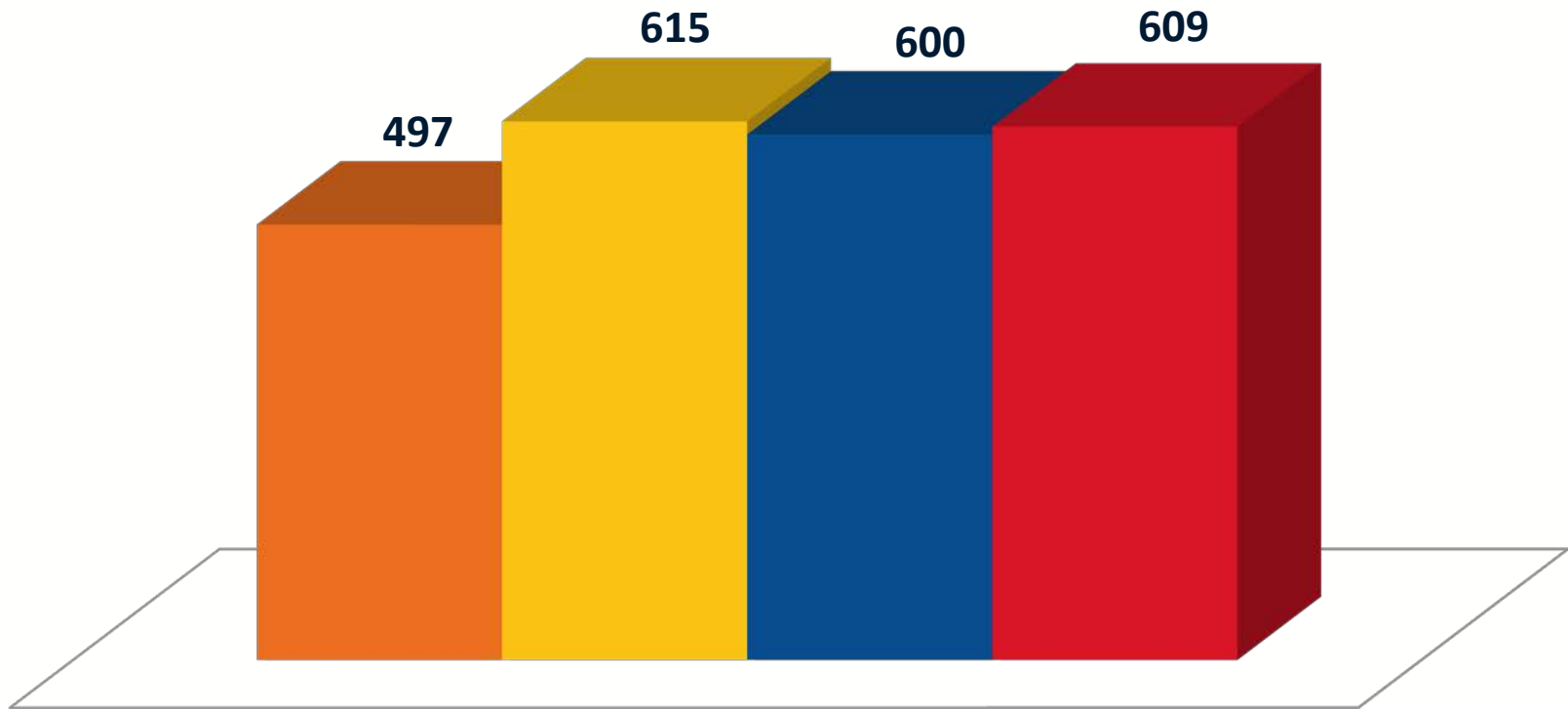
## Public Records Request Log

Click on your name below to see the description of your request.

Date	Name	Company	Status
2/2/16	<b>Charles MacBean</b>	n/a	<a href="#">Requesting / Reviewing Records</a>
Looking for information to assist in a car accident claim investigation. Accident occurred on 12/11/15 in the Gateway Transit Center parking garage at the North entrance around 6:00pm. Vehicle 1 backed into vehicle 2 (2015 Subaru Legacy). Specifically would like video footage or photos showing the license plate number of vehicle 1.			
2/1/16	<b>Talia Y. Stoessel</b>	Bennett Hartman Morris & Kaplan	<a href="#">Requesting / Reviewing Records</a>
2/1/16	<b>Christine S Mascal</b>	Mascal Law Office	<a href="#">Requesting / Reviewing Records</a>
2/1/16	<b>Marti</b>	n/a	<a href="#">Requesting / Reviewing Records</a>
1/29/16	<b>Kris Isaacson</b>	Shari's Management Corporation	<a href="#">Completed</a>
1/28/16	<b>Judy Watts</b>	COIC	<a href="#">Completed</a>
1/27/16	<b>Dayna Bina</b>	Commercial Realty Advisors NW	<a href="#">Completed</a>
1/26/16	<b>Rebekah Alexander</b>	n/a	<a href="#">Completed</a>

# Number of PRRs Received Per Year

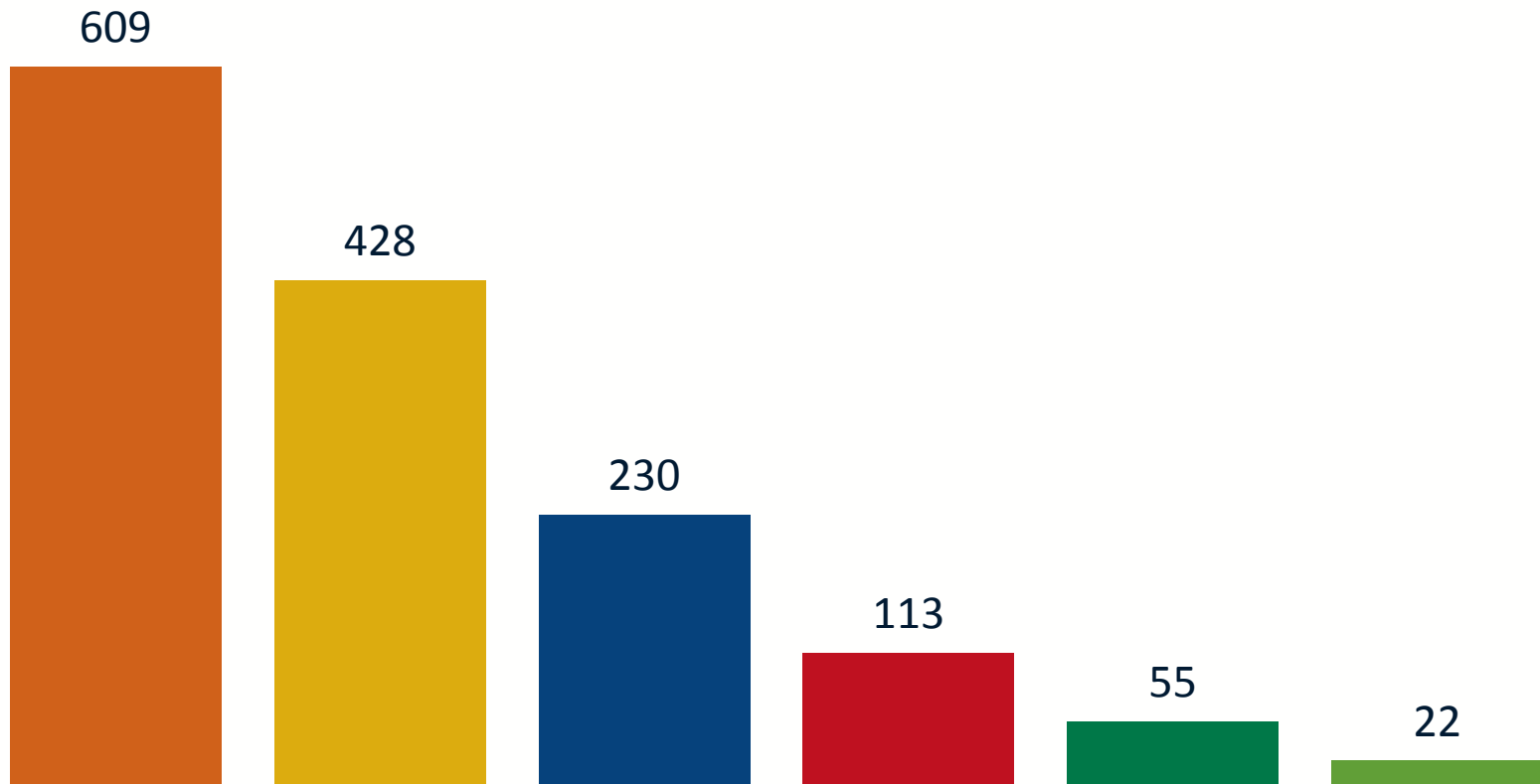
2012 2013 2014 2015



Volume

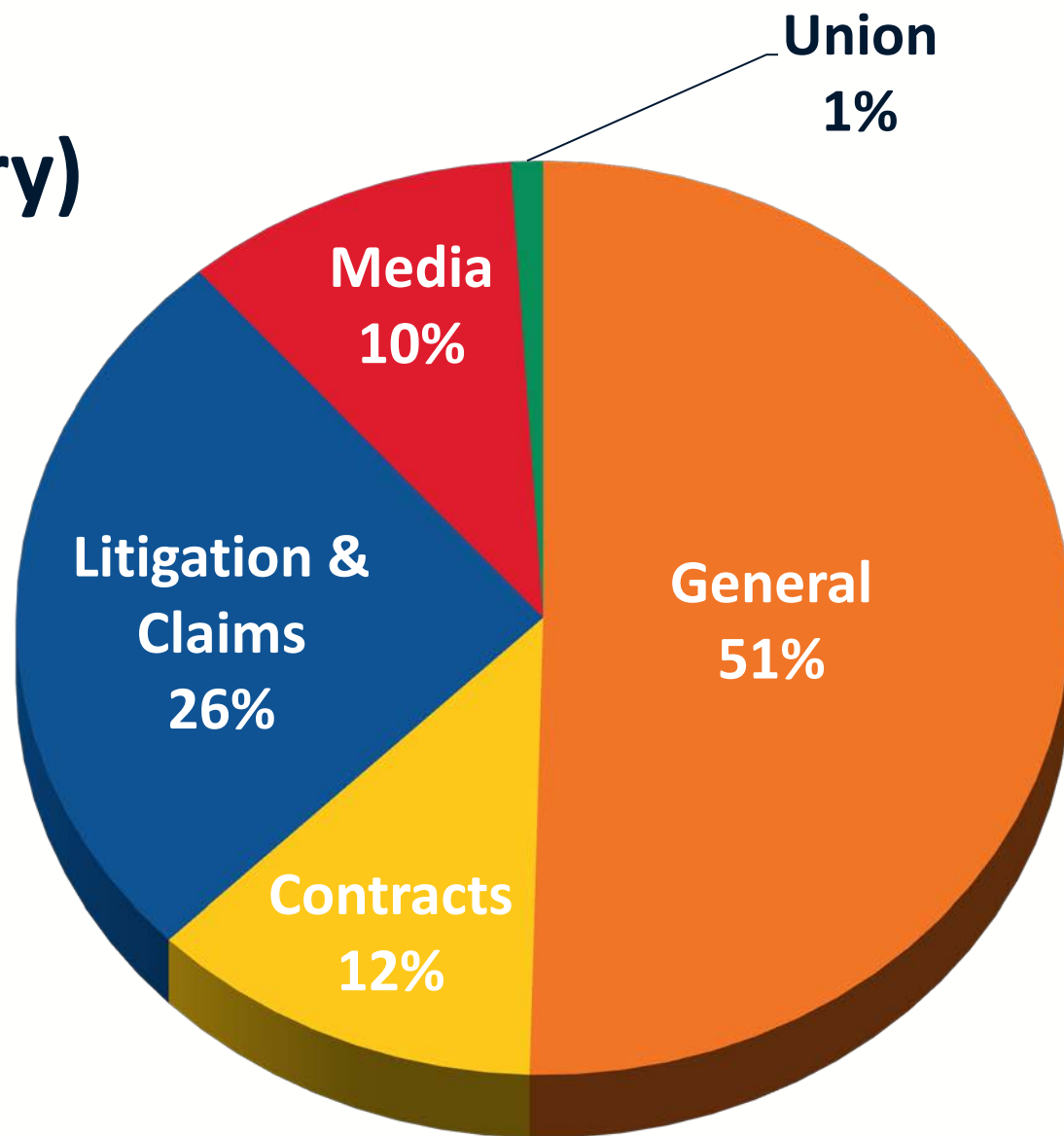
# 2015 PRRs (Other Agencies)

TriMet ODOT Port of Portland Metro PDC Lane Transit



\*Metro statistics for FY14-15

## 2015 PRRs (By Category)



## Acknowledgments

I would like to extend my thanks to the representatives of various institutions who provided helpful details, cups of tea, inspiring enthusiasm, and consistent graciousness:

Chris Middleton at TriMet, Cris Paschild at PSU, Becky Shoemaker at Metro, and everyone at the Oregon Historical Society.

Imperial Portland: The Creation of a Progressive Transit Regime in the 1970s

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A Thesis

Presented to

Established Interdisciplinary Committee for Environmental Studies

Reed College

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In Partial Fulfillment

of the Requirements for the Degree

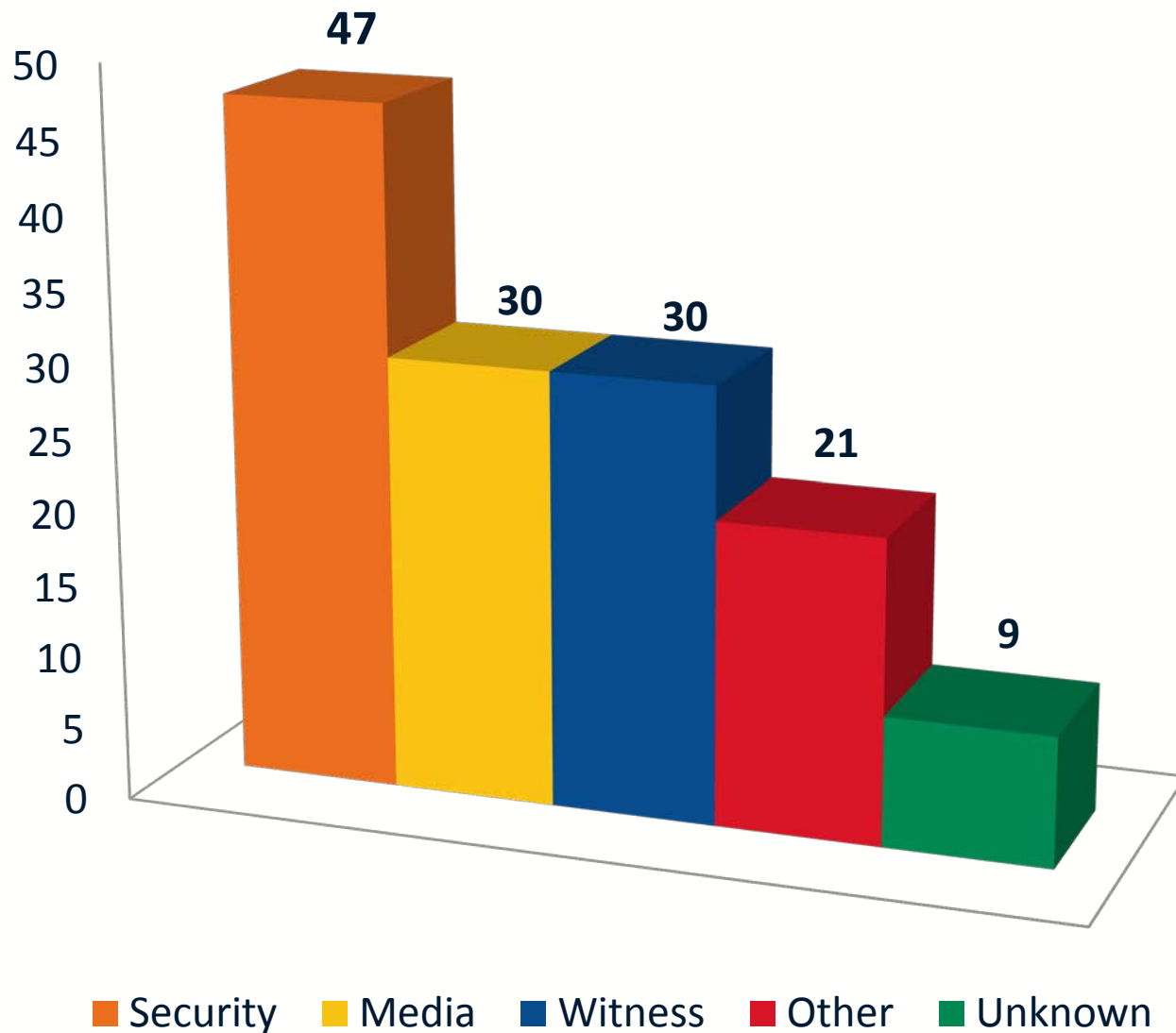
Bachelor of Arts

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Alma Siulagi

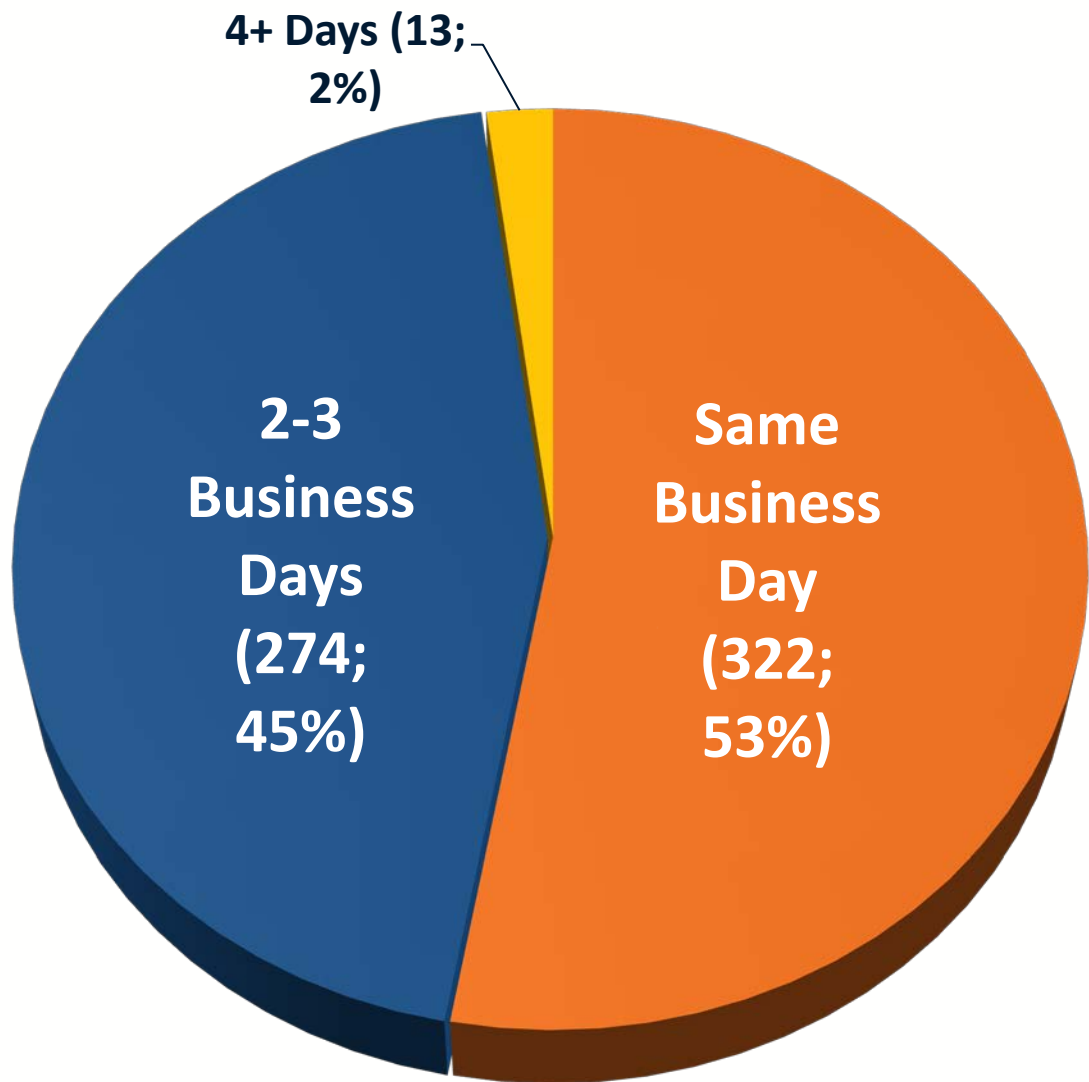
May 2014





## Video Requests

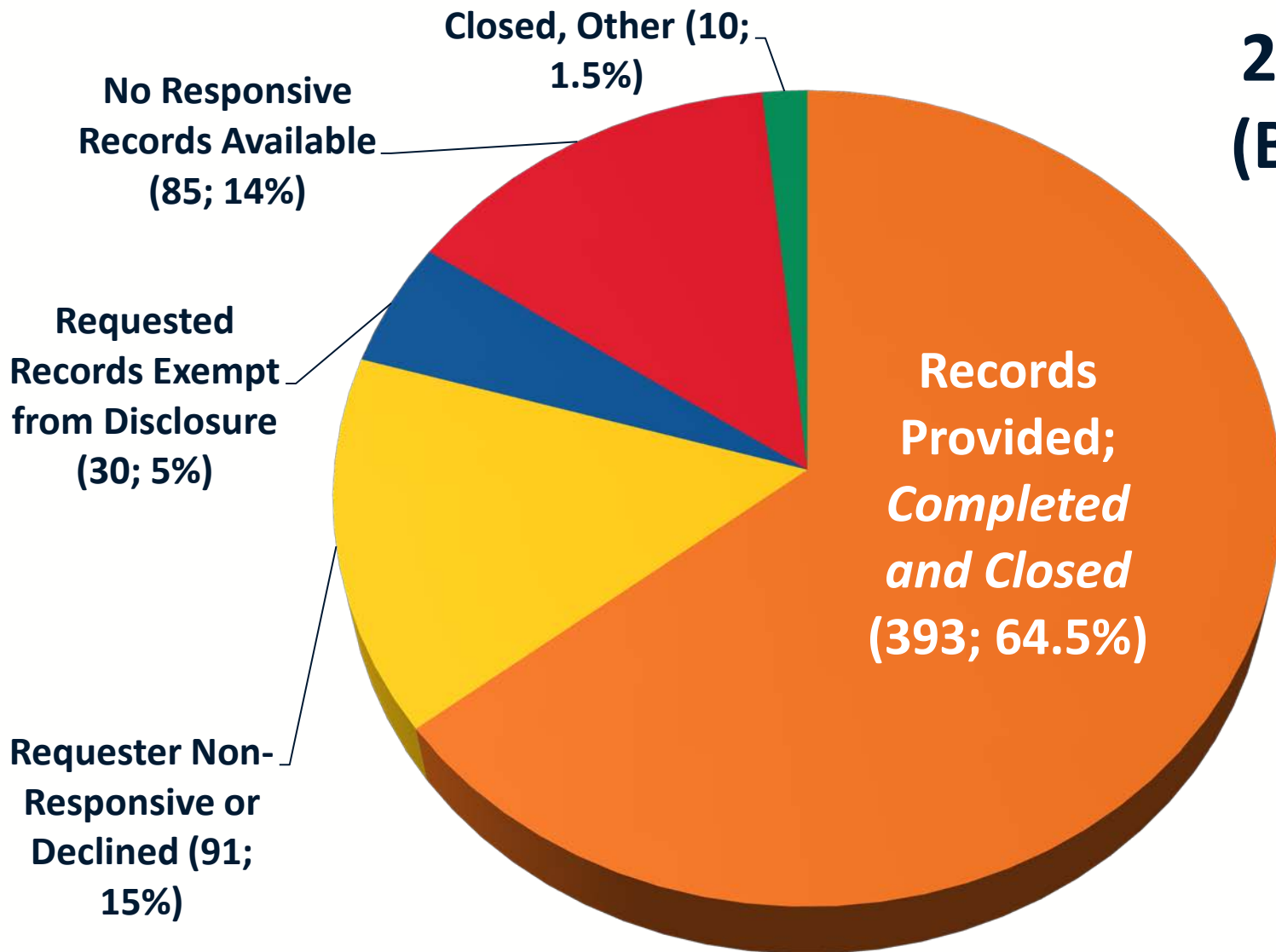
- About 1 in 5 requests (22.5%)
- Not related to claims or litigation

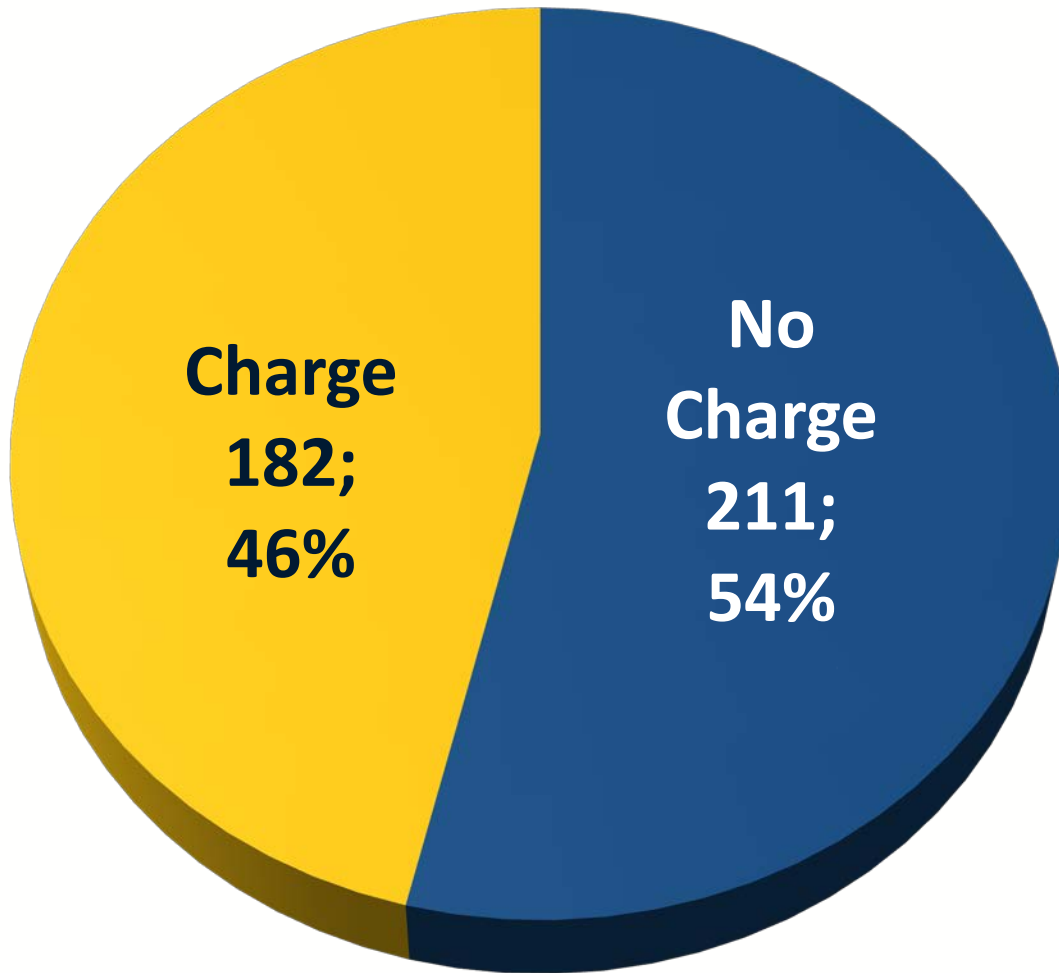


## Acknowledgement of Requests in 2015

- “As soon as practicable and without unreasonable delay”
- PRRs Acknowledged within 3 business days = 98%

## 2015 PRRs (By Status)



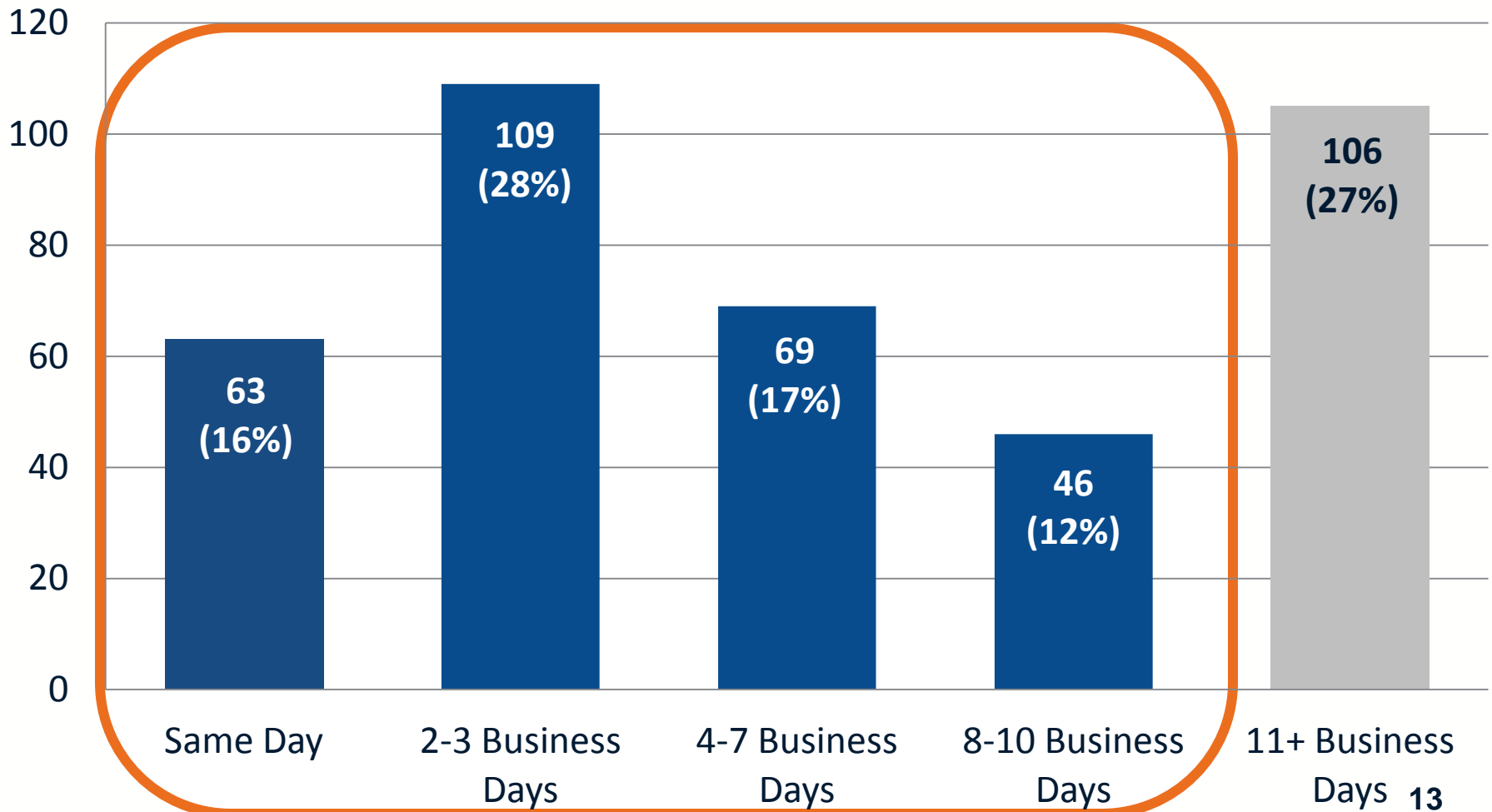


*Records Provided (Completed and Closed)*

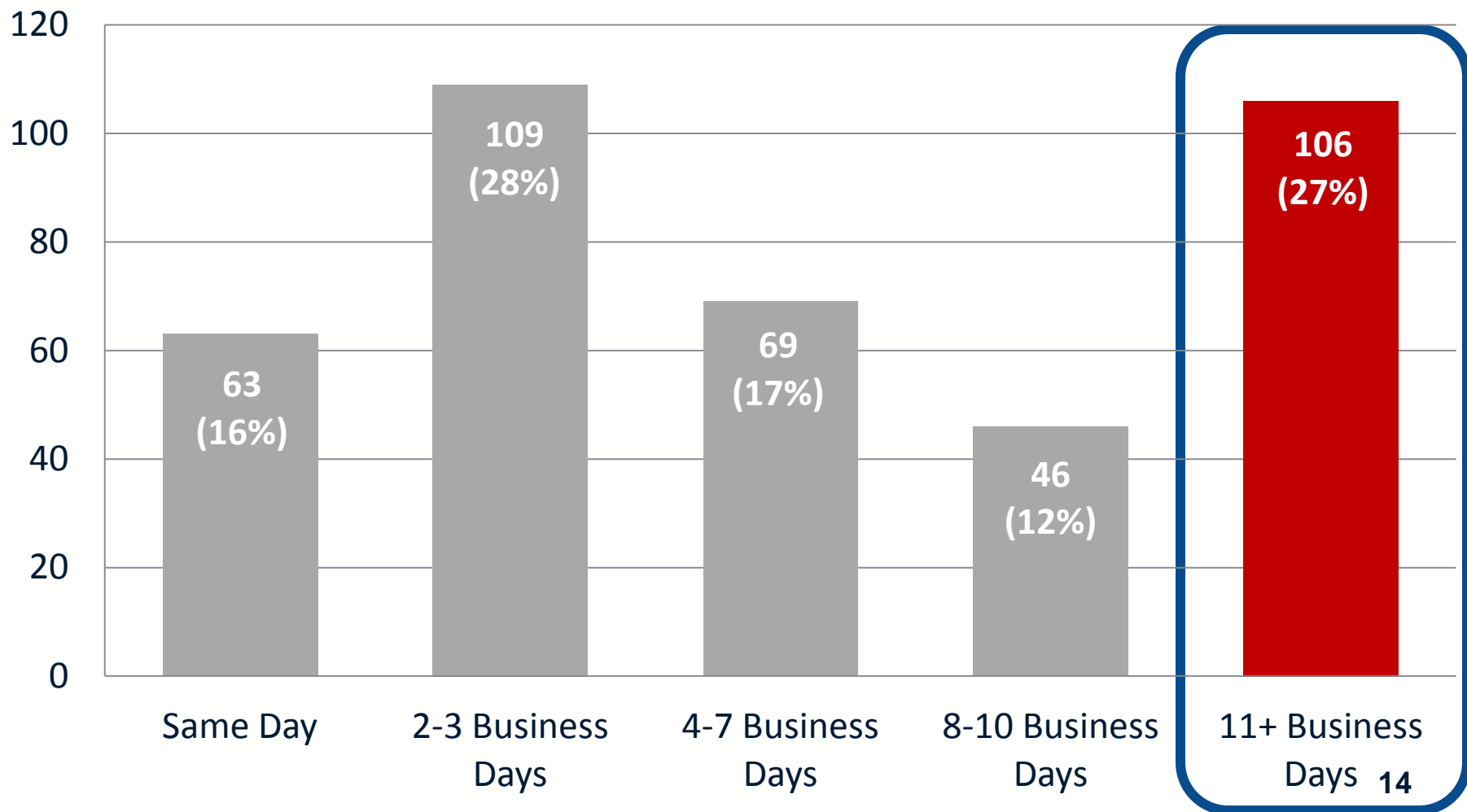
## Fees

- “Actual Cost” may be recovered
- Automatic fee waiver implemented in September 2012
- Over half of completed requests provided free of charge in 2015

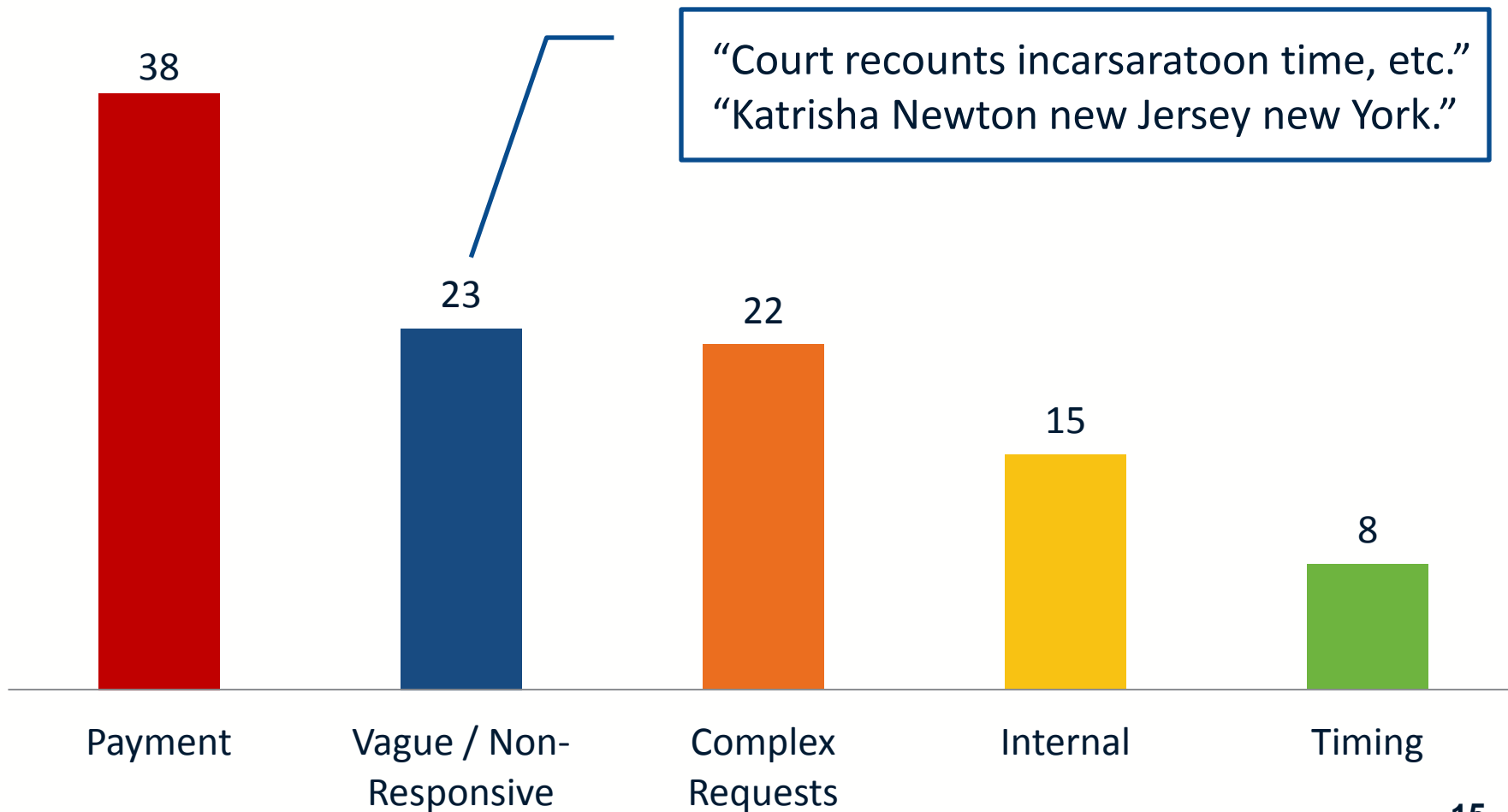
## Records Provided in 2015 (By Number of Days)



## Records Provided in 2015 (By Number of Days)



# Records Provided 11+ Days



# In Conclusion...





# Questions?

Public Records Requests:

Ph: 503-962-6482 | Fax: 503-962-3095

[recordsrequest@trimet.org](mailto:recordsrequest@trimet.org)

<http://trimet.org/about/accountability.htm#publicrecords>

