



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: Tina Lowe; 4012 SE 17th Avenue, Portland OR 97202; Phone: 503-962-6487; Fax: 503-962-3095; Email: lowet@trimet.org**. Requests to inspect or receive a copy of a TriMet record must be authorized by the 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.

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

Request submitted by: (attach business card if available)

Name:	Telephone:
Firm/Company:	Mobile:
Address:	Fax:
City, State, Zip:	E-Mail:

- **Inspection of public records:** Public records are available for inspection weekdays, between the hours of 10 a.m.-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:** TriMet is authorized under public records laws to recover its costs of making records available, including locating, retrieving, compiling and reviewing requested records, separating exempt material, supervising inspection of records, and copying, certifying and mailing records. Fees for search time may be charged regardless of whether TriMet is able to locate the requested records.
 - **Fees:** Letter, legal and 11"x17" size copies shall be provided at \$1.50 for the first page, and \$0.25 (black and white) / \$0.35 (color) per page thereafter. Staff time charges will be calculated at the affected personnel's fully burdened hourly rate. If the estimated amount of charges exceeds \$25.00, TriMet will provide the requestor with the estimated fee and will proceed only upon receipt of the requestor's written confirmation to proceed.
 - **Payment:** TriMet will require payment in full prior to disclosure of records. TriMet reserves the right to require prepayment of estimated costs prior to commencing a records search. Payment for public records should be made by check payable to TriMet.

I have read and understand the above provisions and by signature agree to abide by them.

Signed: _____ Date: _____

OFFICE USE ONLY

Number of copies: _____ Paid: _____ Initials: _____