

ANTELOPE VALLEY TRANSIT AUTHORITY  
RECORDS MANAGEMENT

PUBLIC RECORDS REQUEST FORM

Name/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Request Date \_\_\_\_\_

Preferred Contact Method:  Phone  Mail  E-mail

Type of Request:  Inspection  Copies  Inspection & Copies

Public records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy Format:  Paper  PDF  Other \_\_\_\_\_

See reverse side for copy costs and other information.

**Submit to: Records Management, Antelope Valley Transit Authority, 42210 6<sup>th</sup> Street, Lancaster, CA 93535**

Records Management Phone: (661) 729-2208 Fax: (661) 726-2615

Records Management Office Hours: Monday – Thursday from 7:00 a.m. to 5:00 p.m.

**FOR OFFICE USE ONLY:** \_\_\_\_\_

Received: \_\_\_\_\_ 10-day Deadline: \_\_\_\_\_ 14-day Extension? \_\_\_\_\_

Documents/response provided on \_\_\_\_\_  Completed

By:  Pick-up  Fax  Mail  Email  Other \_\_\_\_\_

Total # of Pages: \_\_\_\_\_ Amount Due/Paid: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANTELOPE VALLEY TRANSIT AUTHORITY  
RECORDS MANAGEMENT  
PUBLIC RECORDS REQUEST FORM**

1. AVTA will respond to requests for public records in accordance with the terms of the California Public Records Act ("CPRA"). Nothing in this Form is intended to conflict with, or shall be interpreted as conflicting with, the CPRA.
2. Information is available in AVTA offices during regular business hours - Monday – Thursday from 7:00 a.m. to 5:00 p.m. Many frequently requested documents are also available for viewing/printing via the Internet at AVTA's website ([www.avta.com](http://www.avta.com)).
3. Requests must be for records in AVTA's possession. Requests must reasonably describe identifiable records or else processing may be delayed for further clarification.
4. The Records Management office can assist you in identifying records and information that are responsive to your request or to the purpose of your request. The Records Management office also can describe the information technology and physical location in which the records exist, as well as provide suggestions for overcoming any practical basis for denying access to the records or information sought.
5. If your request is to inspect records rather than receive copies, an appointment will be arranged for you once the records are gathered. Original AVTA records must remain in the custody of AVTA in order to protect their integrity and ensure accessibility.
6. AVTA generally will notify you within 10 days of receiving your request whether the request, in whole or in part, seeks discloseable public records in AVTA's possession. If your request seeks copies of such records, you also will be notified of the estimated duplication cost and/or the amount of any applicable statutory fee. AVTA may extend the time in which to provide this determination by 14 days under certain circumstances specified in the CPRA.
7. AVTA will produce any existing documents responsive to your request that are not exempt from disclosure. You will be contacted once the information requested is available. If you refuse to provide contact information, you may go to the Records Management office during office hours anytime after 10 days to receive AVTA's determination or the 14-day extension notice, whichever is applicable.
8. The following fees for copies are in accordance with "Schedule of Duplication Fees for Public Records Requests," adopted by Board Resolution No. 2011-002 on May 24, 2011.

<b>General Copying</b>		<b>Audio Recorded Media</b>	\$ 5/each CD
(a) 8.5 inches x 11 inches B&W	\$ .10/sheet	<b>Video Recorded Media</b>	See Resolution
(b) 8.5 inches x 14 inches B&W	\$ .25/sheet		
(c) 8.5 inches x 11 inches Color	\$ .25/sheet	<b>CD-ROM</b>	\$ 5/each
(d) 8.5 inches x 14 inches Color	\$ .50/sheet		
<b>Facsimile – Maximum 25 pages</b>	\$ 0/page	<b>Email – available only if document is under 1 MB<sup>1</sup></b>	\$ 0/document
<b>Initial Deposit</b>	100% of Estimated Cost	<b>Postage</b>	100% of Actual Cost

Other copy fees are as follows:

**Fair Political Practices Commission Filings**

\$0.10/sheet; \$5.00 for retrieval of filings 5 or more years old

**Large Copy Projects / Oversized Documents**

AVTA may elect to hire an appropriate outside photocopy business to copy the requested materials for large copy projects or oversized documents. Charges will be billed at actual cost and AVTA requires a deposit prior to duplicating copies.

**<sup>1</sup>Other Electronic Records**

See "Schedule of Duplication Fees for Public Records Requests" adopted by resolution by the AVTA Board of Directors on May 24, 2011.