

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 6th 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: _____

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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).
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.

General Copying		Audio Recorded Media	\$ 5/each CD
(a) 8.5 inches x 11 inches B&W	\$.10/sheet	Video Recorded Media	See Resolution
(b) 8.5 inches x 14 inches B&W	\$.25/sheet		
(c) 8.5 inches x 11 inches Color	\$.25/sheet	CD-ROM	\$ 5/each
(d) 8.5 inches x 14 inches Color	\$.50/sheet		
Facsimile – Maximum 25 pages	\$ 0/page	Email – available only if document is under 1 MB¹	\$ 0/document
Initial Deposit	100% of Estimated Cost	Postage	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.

¹Other Electronic Records

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