



Date Received _____

PUBLIC RECORDS REQUEST

I am making a request for inspection of public records pursuant to the provisions of the California Public Records Act, Government Code Sections 6250 *et seq.*

I wish to inspect the following document(s):

Type of Document/Subject	Document Number (Resolution No., Contract No., Ordinance No., etc.)	Date approved by the Modoc Transportation Agency (or estimate time period document submitted)

Please be specific and provide as many details as possible in order to assist in researching your request.

I understand that MTA has ten (10) business days in which to respond to my request. (Government Code § 6253 (c). I further understand that there is a copying charge of \$.25 per page for any document and \$5 per CD produced per my request. **Payment must be received before copies are provided.**

Please fax request to: 530-233-3744

OR

Mail Request to:

Modoc Transportation Agency

Attn: Records Request

108 S. Main St.

Alturas, CA 96101

Print Name

Address

Email Address

Telephone No./Fax No.

-----MTA Office staff use only:-----

Request Completed :

Date Completed:

Time Required to Complete Request (Min/Hrs/Days):

Amount paid for copies:

Records Delivered Via:

Mail In Person Email Fax