



PUBLIC RECORDS REQUEST

Please complete the following information in order to process your request for public records.

Date: _____
Name: _____
Address: _____
Phone Number: _____

Please describe the records you are seeking and specify if you would like to inspect the documents or you would like a copy of the documents. Please be as specific as possible and include the type of records, the date(s) or date range for the records, if possible, and other identifying information.

☐ Inspect ☐ Copy

IMPORTANT INFORMATION

The California Public Records Act (Act), Government Code 6250-6276.48, requires a public agency to make existing disclosable public records available for inspection and/or copying. The Commission established a copy fee of 50 cents for the first page and 10 cents for each additional page. Statutory fees may apply to certain types of records. You will be notified within ten days of the receipt of the request whether the Commission has disclosable public records, including the fee for the documents requested. In some instances, the time may be extended by written notice if additional time is required to search for and collect the requested information. For large amounts of documents in a single request, the Commission may require a deposit before making copies. Additionally, the Act does not require the Commission to create records or compile lists that do not already exist to satisfy a request for records.

RETURN TO: Clerk of the Board, RCTC, P.O. Box 12008, Riverside, CA 92502