



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 County Transportation Commission (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 MCTC 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 County Transportation Commission
 Attn: Records Request
 108 S. Main St.
 Alturas, CA 96101

 Print Name

 Address

 Email Address

 Telephone No./Fax No.

-----MCTC Office staff use only:-----

Request Completed by : _____

Date Completed: _____

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

Amount paid for copies: _____

Records Delivered Via: Mail In Person Email Fax