



REGIONAL TRANSPORTATION COMMISSION
Public Records Request Form

Public Records Must Not Be Removed From the Purchasing and Contracts or any Other RTC Office

Instructions: Requestor must fill out and sign the top portion of this form and e-mail to: hauhts@rtcsonv.com or fax to (702) 676-1588. You will be contacted by the appropriate RTC department to complete your request.

Requestor: Date: Telephone No:
Address: City: State: Zip:
If you have already made a verbal request of a RTC staff member, please indicate who you talked to:
How should we contact you?

I hereby request the following RTC public records be (mark one):

- checkbox A. Made available for my review (no cost)
checkbox B. Copied (charges specified below)
checkbox C. E-mailed to (no cost):
checkbox D. Faxed to (no cost):

Records requested:

I understand there is a charge for copies of public records. If the request is extraordinary, I understand that I will be charged the staff labor cost per hour and/or for the actual cost of technological resources, in addition to the medium cost. Further, I understand that if the estimated cost of the copies I have requested is \$25 or more, I will be required to pay in full prior to reproduction. Materials will be held for 14 calendar days. If not retrieved, I will be charged in full for the second reproduction in addition to the original charges imposed. Payment will be forfeited if material is not retrieved. No personal checks will be accepted.

Signature: \_\_\_\_\_

This form is a public record and will be retained for a period of one year from creation.

RTC Staff to complete this section:

Type of Request: checkbox Routine checkbox Multi-Departmental checkbox Extraordinary

Request received from: checkbox RTC Staff checkbox Public

Type of Medium: checkbox CD - \$5.00 checkbox Paper - \$1.00 per standard page checkbox E-mail - Free checkbox Fax - Free

Calculation of charges:

Number of copies: \_\_\_\_\_ x (medium): \$\_\_\_\_\_ = \$\_\_\_\_\_

If an Extraordinary request:

Number of staff hours: \_\_\_\_\_ x (rate) \$\_\_\_\_\_ \* = \$\_\_\_\_\_

Type of Medium: \_\_\_\_\_ x (cost) \$\_\_\_\_\_ = \$\_\_\_\_\_

TOTAL CHARGE \$\_\_\_\_\_

\* The staff labor rate will vary from \$23.28 per hour to \$58.71 per hour, effective until 7/1/09; thereafter, rates are subject to increase.

The RTC will supply new product medium and will not accept medium from the public to use for the request to prevent the risk of damage to RTC equipment.

Staff notes:

\_\_\_\_\_

Completion Date: \_\_\_\_\_ by \_\_\_\_\_ (initials) Date picked up: \_\_\_\_\_

Receipt Number: \_\_\_\_\_