



# Request for Copies of Public Records

## VICTOR VALLEY TRANSIT AUTHORITY

**BACKGROUND:** "Except with respect to public records exempt by express provisions of law from disclosure, each state or local agency, upon any request for a copy of records, which reasonably describes an identifiable record, or information produced therefrom, shall make the records promptly available to any person, upon payment of fees, covering direct costs of duplication, or a statutory fee, if applicable" (Government Code Section 6257).

**PROCESS:** It is the current procedure of Victor Valley Transit Authority to provide a two (2) week turnaround time from the time this written request and payment is received, to the time the documents are put in the mail. The complexity of the request or difficulty in locating the documents, may accrue additional time. The resulting increase in administrative costs may be passed on to the requester before the documents can be mailed.

**MAIL:** Allow three (3) working days for mail delivery.

**FAX:** You may fax your requests; however, payments must be received before issuance of the documents. Additionally, you may request us to fax the documents to you under the following conditions: 1) The original documents are a size that our fax machines can handle (8.5" x 11.0 - 14.0"); 2) the document, as single sided sheets, number twenty-five (25) pages or less. The same charges apply per page.

**PICK UP:** Please make arrangements for the pickup. The same charges apply per page.

**Victor Valley Transit Authority**  
Attn: Customer Service  
17150 Smoke Tree St.  
Hesperia, CA 92345  
Phone (760) 948-4021 Fax (760) 948-1380

**Victor Valley Transit Authority**  
Attn: Executive Director  
17150 Smoke Tree St.  
Hesperia, CA 92345  
Phone (760) 948-4710 Fax (760) 948-1380

Requester's Name			
Requester's E-Mail			
Signature			
Company Name			
Address			
City, State, Zip-Code			
Phone			
Fax			
Name of Document		No. of Sets	
Name of Document		No. of Sets	
Select ONE	MAIL	FAX (= <25, 1-sided)	PICK UP (arrange)
<b>OFFICE USE ONLY</b>			
Quantity	Total Costs	Costs per Unit	
		\$15.00 board meeting summary agenda (annual)	
		\$96.00 board meeting full agenda (annual)	
		\$0.10 per one sided copy, 8.5" x 11.0"	
		\$0.10 digital copy, per page	
		\$3.00* audio tape transfer (each tape)	
		\$2.50* computer disk media (each disk)	
		Labor to gather documents (\$10.00 per hour with a 1 hour min)	
		* The person requesting duplication of an electronic or tape record shall supply the proper media for recording the said electronic or tape record.	
		<b>GRAND TOTAL</b>	