

**MADERA COUNTY TRANSPORTATION COMMISSION
PUBLIC RECORDS REQUEST FORM**

Public Records are open to inspection at all times during regular office hours of the Madera County Transportation Commission and every person has the right to inspect and/or be provided a copy of any identifiable public record.

DATE REQUESTED: _____

INFORMATION REQUESTED: _____

DESCRIPTION OF RECORD(S): _____

REQUEST FOR: **COPIES TO BE MADE**
 DOCUMENT INSPECTION ONLY

NAME:

ADDRESS:

PHONE NUMBER:

Photocopies are \$.10 per single-sided page. An advance deposit may be required for multiple copies as well as the staff time needed to fulfill the request. For significant efforts, the requestor may be required to pay a portion or all of these costs in advance of commencing work.

Requests will be filled as soon as possible, but **no later than 10 days of the request**, unless the response time is extended by the Madera County Transportation Commission's written notification to you. If for any reason we are unable to provide the information or the information requested is not available, you will also be notified in writing. (See Government Code Section 6253)