



## PUBLIC RECORDS REQUEST FORM

**All public records request will be responded to within ten (10) business days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request, as examples.**

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request:

Description of Materials Sought:

**Requestors Information:**

Name of Requestor:

Firm / Company:

Address:

City:  State:  Zip:

Phone number:  Fax number:

Email:

**Please be as specific as possible when requesting information.**

**All information will be provided electronically when available, unless otherwise requested**

**OFFICE USE:** Received by:  Initial Response:  Subsequent Reviews:

Fees:  Paid:  Records Provided:

Please return completed form to the MVRTA the address below or e-mail to [staff@mvrta.com](mailto:staff@mvrta.com)