



Napa County Transportation & Planning Agency
 625 Burnell St.
 Napa, CA 94553
 Phone (707) 259-8631
 Fax (707) 259-8638
 nctpa.net
 vinetransit.com



PUBLIC RECORDS REQUEST FORM

ATTENTION REQUESTOR: To expedite your request for Agency records, please fill out this form completely, and identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the Agency. NCTPA is not required by law to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at our office, NCTPA must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.

You will be charged the direct cost of duplication for any documents. Documents will not be copied until payment has been received. Please carefully read below or the next page for information on copying costs and other pertinent information.

REQUESTER INFORMATION

Name: _____ Date: _____

Company: _____

Mailing Address: _____

City: State/Zip Code: _____

Phone number: _____ Fax number: _____

Email address: _____

RECORDS REQUEST (please be as detailed in your description as possible)

Time period covering documents requested: _____

I wish to inspect the requested records, where applicable, and do not want copies produced at this time.

I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. (The cost per duplication is 50¢ each for the first five (5) pages and 10¢ per page thereafter.) I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being copied.

Signature of Requestor _____

Print and return completed form to above address. Thank you.

INSTRUCTIONS FOR REQUESTING RECORDS
(California Public Records Act, Govt. Code Sections 6250-6276.48)

Requests must be for records in the possession of, prepared, owned, used or retained by NCTPA (Gov. Code Sec. 6252(e)) and requests must be for clearly identifiable records. Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of NCTPA.

You will be notified by mail within ten (10) days:

- Whether NCTPA requires an extension of time to determine whether it has records responsive to your request.
- Whether NCTPA has records responsive to your request.
- Whether NCTPA has records responsive to your request but which are exempt from disclosure and the reasons for exemption.
- Whether NCTPA has records responsive to your request and the page count and cost of copying the records.
- Based on the page count, the time required to copy the documents requested. Copying of documents responsive to your request will be completed as soon as possible.

If your request is to review documents rather than receive copies, NCTPA will make an appointment at the time of presentation of your request for a future date reasonable to allow NCTPA time to gather the documents and review them for compliance with the provisions of the Public Records Act.

The charge for copies of any specifically described and identified public records not exempt from disclosure is 50¢ per page for the first five (5) pages for copied documents and 10¢ per page thereafter. NCTPA is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request.

NCTPA will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the Requester.

For further clarification, please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.) and the NCTPA's website at www.nctpa.net.

If you have questions pertaining to the submittal of a Public Records Act request, you may contact the NCTPA at (707) 259-8631, Monday through Friday, 8:30 a.m. to 5:00 p.m. Our Fax number is (707) 259-8638. Our email address is info@nctpa.net.