



# Records/Information Request Form

The California Public Records Act (Government Code Section 6250 *et seq.*) gives members of the public the right to inspect, and obtain a copy of, most records retained by a local agency concerning the conduct of a local agency's business.

To efficiently respond to Public Records Act requests, the Metro Gold Line Foothill Extension Construction Authority requests that the public submit Public Records Act requests in writing during regular business hours. Business hours are 8 a.m. to 5 p.m., Mondays through Fridays. If a request is received after business hours or on a weekend or holiday, the next business day will be considered the date of receipt.

Upon receipt of a request, the Construction Authority has 10 calendar days to determine whether to grant the request and respond. In unusual circumstances where the Construction Authority needs additional time to make a determination on whether to grant the request, the response time may be extended for an additional 14 calendar days.

Please be advised that complying with a public records request does not require the Construction Authority to create records or documents that do not exist at the time of the request, but rather to provide access to non-exempt records and documents which exist at the time of the request. The Construction Authority is also under no duty to reconstruct a record or document that was lawfully discarded prior to receipt of the request. There will be a charge to cover the direct costs of duplicating a record when the requester is seeking a copy.

**Request Submitted by: Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Records/Information Requested (Please be specific):**


**Submit Records/Information Request Forms to:**

Metro Gold Line Foothill Extension  
Document Control  
406 E. Huntington Drive, Suite 202  
Monrovia, CA 91016

Phone: 626-471-9050  
Fax: 626-471-9049

**To be completed by Construction Authority:**

Request received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Response due date: \_\_\_\_\_

Responsible staff member(s): \_\_\_\_\_

Total pages copied \_\_\_\_ X \$ \_\_\_\_ = \_\_\_\_\_

TOTAL PAID: \_\_\_\_\_

Request completion date: \_\_\_\_\_