

Valley Regional Transit Public Records Access/Research Request

Please submit request to VRT's Public Information Officer. Submit this form in person, by fax (208-846-8564) by regular mail to the address above or via email: records@ridevrt.org.

Date of Request: _____ Time Request received: _____

Name: _____

Address: _____ ZIP: _____

Phone: _____ E-Mail: _____

Requested format for printed information: ☐ Paper ☐ Electronic: Acrobat@file (.pdf) ☐ Electronic: Excel file

Description of Information Requested:

Results/Findings

The Idaho Public Records Act (Idaho Code 9-337 through 9-350) allows three working days to grant or deny a records request (from the date of the receipt of the request).

Requestor's signature

Date

For Office Use Only

Verbal Response _____ Documents Copied: _____ Written Report: _____ Date completed: _____

Number of pages: _____ Cost of Copies: _____ Time required to complete report: _____

Staff Providing Information: _____