



Rogue Valley Transportation District

101 S Front Street, Medford, Oregon 97501

Phone: 541-779-5821 | Fax: 541-773-2877 | rvtd.org

Rogue Valley Transportation District Public Records Request Form

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). Please use this form to submit your request to RVTd.

Requestor Information

Date: _____

Contact Name: _____

Address: _____

Email Address: _____

Daytime Phone: _____

Alternate Phone: _____

City, State, Zip: _____

Preferred Form of Communication:

☐ Email ☐ Mail ☐ Phone

Records Requested

Description of Records Requested: *(Please be as specific as possible. Include dates, subject matter, or other details to help us locate the records. Attach additional pages if necessary.)*

Method of Access

☐ On-site review of original records (by appointment during RVTd business hours)

☐ Purchase copies of documents

Preferred Delivery Method:

☐ Email ☐ Mail ☐ Pick up in person

Fees & Acknowledgement

RVTd charges fees in accordance with the adopted **Public Records Request Fee Schedule**. See the RVTd Public Records Policy for more information on RVTd's Fee Schedule.

Standard Copy Charges

- **Black & White copies:** \$0.05 per page
- **Color copies:** \$0.12 per page
- **Oversized documents (larger than 11"x17"):** Actual cost

Tapes, CDs, DVDs:

- **CD's and DVD's: \$3.00 each** (+ staff time)
- **Audio Tape: \$8 each** (+staff time)

(If audio must be reviewed for confidentiality, an additional research charge may be incurred for this review.)

Miscellaneous:

- **Postage:** Actual cost
- **Certified copy of public record:** \$5.00
- **Staff time:** Charged at hourly rate of employee(s) involved (15-minute minimum)
- **Attorney review/redaction time:** Actual cost
- **Reduced Fee or Free Copies:** The Board or RVTG General Manager may authorize reduced or no-cost copies of public records when in the public interest, per ORS 192.440(4).

Requests will not exceed \$25.00 in fees without prior written notification and your written authorization to proceed.

☐ I acknowledge that fees may apply and agree to pay costs associated with fulfilling this request.

Signature: _____ Date: _____

Contact Information for Requesting Public Records**Physical and Mailing****Address:**

Rogue Valley Transportation
District
3200 Crater Lake Avenue
Medford, OR 97504-9075

Public Records Officer

Luanne Spencer,
Administration Manager
Phone: (541) 608-2401
Fax: (541) 773-2877
Email: lspencer@rvtd.org

General Manager:

Julie A. Brown
Phone: (541) 779-5821
Fax: (541) 773-2877
Email: jbrown@rvtd.org

RVTG Staff Use Only

- ☐ RVTG does not possess or is not the custodian of requested records.
- ☐ Copies of all requested, non-exempt records provided.
- ☐ RVTG has at least some of the requested records; time and fee estimate provided.
- ☐ Estimate accepted, records provided. ☐ Estimate declined.
- ☐ Unknown whether RVTG has records; search required; response to follow.
- ☐ Acknowledgment of record prohibited or restricted under law: _____

Staff Initials: _____

Time Spent: _____

Number of Copies: _____

Fees Paid: _____

Comments: _____
