

**PUBLIC INFORMATION REQUEST POLICY
FOR THE YUBA-SUTTER TRANSIT AUTHORITY**

Adopted July 17, 2014

All Public Records Request or requests for information made to the Yuba-Sutter Transit Authority (the "Authority") are to be sent to the Authority via the United States Postal Service (by mail), by courier or dropped off in person at the Authority's business office. Oral requests may be made at the public counter during normal business hours. Any requests that are sent by electronic means, such as email, fax or other electron methods will not be processed and the sender will be asked to follow proper channels to deliver the Public Records Request Notice.