



## Public Records Request Form

Requests may be submitted by any method listed, below. Please be advised that if the request pertains to video records, due to storage limitations SacRT generally overwrites video footage after 7 days unless a request is made to hold the video. Due to that, SacRT strongly encourages requestors to submit all PRA requests for video by email rather than through the USPS and to do so promptly after any incidents.

Please note, in the Description portion of this form, please indicate if you are requesting Document(s) and/or Video. If Video is being requested, please specify the: (1) incident date, (2) time of incident, (3) location of incident, (4) description of incident. If you are seeking Light Rail Vehicle and/or Bus Video, please include details such as the: (1) direction of travel, (2) cross streets, (3) if Light Rail: Gold, Blue, or Green Line, (4) Bus Route # plus any other related incident details.

Please specify which of the following you are requesting? (select all that apply):

Video

Documents/Other Non-video Record(s)

Both

First Name:

Last Name:

Date Requested:

Address:

City:

State:

Zip Code:

Email Address:

Phone Number:

Fax Number:

Description of the Public Records Requested:

Please submit your completed form (and any additional attachments) by Email to: [prarequest@sacrt.com](mailto:prarequest@sacrt.com) -or- by Mail to: SacRT, Attn. Clerk to the Board, 1102 Q Street, Suite 3000, Sacramento, CA 95811.