



1255 Imperial Avenue, Suite 1000  
San Diego, CA 92101-7490  
619/231-1466  
FAX 619/234-3407

# Policies and Procedures

No. 32

SUBJECT:

Board Approval: 03/25/04

## HANDLING OF INFORMATION REQUESTS

PURPOSE:

To establish procedures that the Chief Executive Officer should use in responding to requests from members of the MTS Board of Directors, other local officials, and the general public.

POLICY:

- 32.1 MTS Board member requests for information or research will generally be reported to the Chairman by the Chief Executive Officer.
- 32.2 Requests for information from other local officials and the general public will be generally responded to within five working days.
- 32.3 In the Chief Executive Officer's judgement, any requests for information that require four or more hours of staff research will be reported to the MTS Executive Committee or Board of Directors for their review and consideration.

TFL:paw/SChamp/JGarde  
POLICY.32.HANDLING INFO REQUESTS  
7/14/06

Policy adopted on 5/14/87.  
Policy revised on 3/25/04.

