

ATTACHMENT F

RESOLUTION 26-02 CUSTODIAN OF RECORD

RESOLUTION #26-02

BEFORE THE BOARD OF DIRECTORS
OF THE KINGS COUNTY AREA PUBLIC TRANSIT AGENCY

IN THE MATTER OF DESIGNATING A CUSTODIAN OF RECORD

WHEREAS, the Kings County Area Public Transit Agency ("KCAPTA") maintains records in the ordinary course of its operations; and

WHEREAS, it is necessary and appropriate to formally designate a Custodian of Record for KCAPTA to facilitate the efficient handling of records requests;

NOW, THEREFORE, BE IT RESOLVED by the Kings County Area Public Transit agency as follows:

1. **Designation** Effective immediately, the KCAPTA Executive Director is hereby designated as the Custodian of Records for the Kings County Area Public Transit Agency
2. **Authority and Duties** The Custodian of Records is authorized and directed to:
 - a. Receive, review, and respond to requests for records;
 - b. Determine the availability and disclosure of records as permitted by law;
 - c. Coordinate with KCAPTA staff and legal counsel as necessary;
 - d. Certify records as true and correct copies when required.
3. **Point of Contact** All requests for KCAPTA records shall be directed to the Custodian of Records at:

KCAPTA
210 E. 7th Street
Suite 201
Hanford, CA 93230
Info@kartbus.org
559-852-2717

4. **Effective Date** This resolution shall take effect immediately upon adoption and shall remain in effect unless amended or rescinded by subsequent action of the Board.

The forgoing Resolution was adopted on a motion by Commissioner _____, seconded by Commissioner _____, at a special meeting held on , by the following vote:

AYES: Commissioner: _____
NOES: Commissioner: _____
ABSENT: Commissioner: _____
ABSTAIN: Commissioner: _____

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY
BOARD OF DIRECTORS

Joes Neves (Chairman)

WITNESS, my hand this _____ day of _____, 2026

Clerk of the Board