



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Transportation Department

Juan C. Perez, P.E., T.E.
Director of Transportation

SURVEY DIVISION PUBLIC INFORMATION & RECORDS SECTION

SCANNED SURVEY DOCUMENT INFORMATION TRANSFER OF DATA REQUIREMENTS & PROCEDURE

The Survey Division's scanning project is well underway and there has been a request by the survey community for us to provide copies of the information. The scanning project is not completed, but we are making available to the public, documents that have been scanned. Please see the requirements and procedure below as well as the request form on the other side of this sheet.

Submittal Requirements

- ◆ Request Form
 - ◆ Request form must be filled out completely and signed.
- ◆ Portable Hard Drive USB Powered – 150 Gigabyte or larger, and must be personally delivered, we will not accept hard drives submitted by mail or package service.
 - ◆ Hard Drive must be *empty* with *no data* on it.
- ◆ Include information on request form identifying the hard drive and any included accessories.
- ◆ Hard Drives submitted that do not meet requirements are subject to rejection.

Procedure

Submit your hard drive in person with the completed Request Form To:

Survey Division
County Administration Center
4080 Lemon Street, 8th Floor
Riverside, CA 92501

Attn: Bob Robinson
Ph: (951) 955-6700

For any questions about the requirements or procedure please call Bob Robinson at (951) 955-6700 or email at rtrobins@rctlma.org.

SURVEY DIVISION
PUBLIC INFORMATION & RECORDS SECTION

SCANNED SURVEY DOCUMENT INFORMATION
TRANSFER OF DATA REQUEST FORM

Request

I the undersigned, respectfully request copies of available scanned survey documents, and am personally delivering a portable empty hard drive at my own expense and risk. I understand and agree that the County of Riverside is not responsible for loss or damage to the Hard Drive, accessories or data on the hard drive. The County of Riverside does not certify the authenticity or completeness or condition of the hard drive or any information that is provided on the hard drive per this request. I understand that there is no agreed upon timeline for the return of the hard drive. Please notify the contact below when the hard drive is ready for pickup.

Contact Name: _____
(Print)

Company Name: _____
(Print)

Address: (Print)

Phone: _____

Email: _____

Signature: _____ Date: _____

Hard Drive:

Size(GB) _____, Manufacturer _____, Serial # _____

Accessories: _____, _____, _____
 USB Cable AC Adapter Other (explain)

Received By: _____ Date: _____

Picked up by: _____ Date: _____