



PUBLIC RECORDS REQUEST FORM

This form is not required to submit a request, but assists the District with tracking and responding to your request.

Please complete in detail & submit to the Board Secretary for processing. Requests for copies of public records may take up to ten (10) days to complete. You will be notified by telephone and/or email when your request is ready for pick up. All public record responses will fully comply and will be subject to the California Public Records Act (Government Code Section 6450 et seq.)

Fees: Ten cents (.10) per letter or legal size page
Electronic Documents, Maps, other documents & colored copies- prices vary depending on type of media provided (flash drive/media card/CD)

I/ We, the undersigned, hereby request the following documents (or portions thereof) as indicated below:

Description of Document(s) (Please use a second page if necessary):

Original Date of Document or Meeting (if available): _____

Page #'s or "ALL": _____ # of Copies: _____

Requested By: _____

Address: _____

Home Phone: (____) _____ Cell or Work: (____) _____

Email: _____

Signature _____

Official Use Only

Date Due:

Completed By:

Fee Due: \$