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## PUBLIC RECORDS REQUEST

Date:\_\_\_\_\_

l, \_\_\_\_\_

\_\_\_\_\_, representing\_\_\_\_\_ (Name)

(Firm, Company, etc.)

respectfully request certain public records pursuant to the California Public Records Act (Sec. 6250 et seq. of the Government Code). 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.

TITLE/DOCUMENT	NUMBER/ DESCRIPTION	DATE/ PERIOD	PAGES	TOTAL COPIES

The District reserves the right to delete any portion of the material requested that is exempt by applicable Provisions of law, but shall provide the remainder of the information as requested.

I understand that there is a charge for reproduction of all materials that I request and I agree to pay for all materials received.

**FEES:** \$.10 photocopying \$2.00 per Blueline Paper Copy \*Shipping and/or handling varies

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