

MARINWOOD COMMUNITY SERVICES DISTRICT

PUBLIC RECORDS REQUEST FORM

The California Public Records Act provides that access to government information is “a fundamental and necessary right of every person in this state” Gov.Code Sec. 6250. You may therefore request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible consistent with the Act. Hard copies of documents will be furnished at cost of \$0.10 per page.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolution and ordinance numbers, etc.) Non-specific requests may be rejected if the request would require an undue amount of research or compilation.

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

| IDENTIFICATION OF DOCUMENTS | |
|----------------------------------|---|
| SPECIFIC NAME / DATE OF DOCUMENT | TYPE OF DOCUMENT (i.e., resolution, ordinance, report, agreement, etc.) |
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**Attach additional pages if needed*

Signature of Requestor: _____ Date: _____

This area for staff use only

Date Received: _____ Date of Response: _____

Cost, if applicable _____