



# Public Records Request Form

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

I, \_\_\_\_\_, representing \_\_\_\_\_  
(Name) (Company/Self/Etc.)

hereby request certain public records pursuant to the California Public Records Act, Government Code sections 6250-6268:

PLEASE DESCRIBE THE DOCUMENT(S)/INFORMATION THAT YOU WOULD LIKE COPIES OF, INCLUDING THE APPROPRIATE DATE/TIME FRAME AS NECESSARY. ALSO, PLEASE INDICATE THE NUMBER OF COPIES.


I understand that for the first 50 pages I request, per year, are complimentary, and that I will be charged \$.05 for every page thereafter. I agree to pay for those copies before receiving the material. I also understand that my public information request form and information will be posted on the District's website.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

NOTE: Legal public records (subject to attorney-client privilege and any other applicable provisions of law) should be requested directly from the District's legal counsel: BEST BEST & KRIEGER LLP (Scott Campbell), 300 S. Grand Ave., 25<sup>th</sup> Floor, Los Angeles CA 90071 - (213) 617-8100. The District reserves the right to delete any portion of the material requested that is exempt by applicable provisions of law, but will provide the remainder of the information as requested.

### FOR DISTRICT USE ONLY

No. of complimentary pages: \_\_\_\_\_ No. of pages @ \$.05 per page: \_\_\_\_\_  
Other Costs (e.g. maps, blueprints, DVDs, etc): \_\_\_\_\_  
Total Amount Due: \_\_\_\_\_ Date Notified: \_\_\_\_\_  
Actual Staff Time: \_\_\_\_\_ Staff Signature: \_\_\_\_\_