



PUBLIC RECORDS REQUEST FORM

To expedite your request for public records, and reduce the potential for error, please completely fill out this form with as much detail as possible and identify specifically the records you are requesting. Requests must reasonably describe identifiable records of Calleguas Municipal Water District ("Calleguas"). Staff is available to assist you in identifying records based on description. However, Calleguas is not required to create a new record or list from an existing record.

Please refer to Page 2 for information on inspection of records and payment for production of records.

REQUESTOR INFORMATION

Name: _____ Date: _____

Company: _____

Street Address: _____

City: _____ State/Zip: _____

Daytime Phone Number: _____ Email Address: _____

Preferred method of contact in the event of a question: _____

RECORDS REQUESTED (attach additional pages if required)

Time period covering documents requested: _____

- I wish to inspect the requested records, where applicable, and do not want copies produced at this time.
- I would like electronic copies of the records sent to me by email (some files may be too large to email).
- I would like paper copies, CDs, or DVDs, of the requested records.

Inspection of Records:

Please note that if you are requesting the opportunity to inspect records stored at Calleguas, Calleguas staff must be given time to identify and locate non-exempt records that are responsive to your request. You will, therefore, be required to make an appointment and return at a later date to view the documents.

Payment for Production of Records:

For paper records you will be charged the direct cost of duplication at a rate of \$0.05 per page. The same charge applies whether the paper copies are generated from paper documents, computer data base programs, electronic media, microfiche, or similar. There will be no charge if the total cost to produce requested paper records is less than \$50 within a one year period.

For electronic records you will bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: (1) the record is one that is produced only at otherwise regularly scheduled intervals or (2) data compilation, extraction, or programming would be required to produce the record. The cost to construct the records on a CD or DVD is \$4.00 each. There will be no charge if the total cost to produce and construct requested electronic records is less than \$50 within a one year period.

Calleguas will provide written notice of charges due. **Documents will not be copied until a payment has been received.** If the payment is in the form of a check, the funds must have been received in Calleguas' account before the documents are copied.