



# Rancho Murieta Community Services District

15160 Jackson Road – P.O. Box 1050

Rancho Murieta, California 95683

Phone: 916-354-3700 - Fax: 916-354-2802

## PUBLIC RECORDS REQUEST

Government Code § 6254 et seq. provides that any person may review certain identifiable District records upon request, (with some exceptions) unless impractical to do so. The District will notify you, within 10 days of receipt of request, whether the District it will comply with the request. The District will produce any existing documents responsive to your request that are not designated as privileged documents by Government Code § 6254 or otherwise exempt from production. You will be called at the number indicated on this form once the information requested is available.

Date of Request: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_ Requestor's Fax Number: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_  
Street City State Zip

Document/Record Requested (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request must reasonably describe an identifiable record or information.

Completion of this form is voluntary and not required by law. Completing the form will help staff conduct a focused and effective search for the records you are requesting. We appreciate your cooperation.

\_\_\_\_\_ please do not write below this line – for District Staff only \_\_\_\_\_

Number of First Pages: \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Number of additional Pages: \_\_\_\_\_ @ \$ \_\_\_\_\_ per page = \$ \_\_\_\_\_

**TOTAL DUE: \$** \_\_\_\_\_

Date Completed: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

Cash: \_\_\_\_\_ Check # \_\_\_\_\_

\* Please see attached Public Records Information Request Policy for fees for copies.