

PUBLIC RECORDS REQUEST

**RESOLUTION 14-98 – APPENDIX B
CAMBRIA COMMUNITY SERVICES DISTRICT
REQUEST FOR PUBLIC RECORDS**

The California Public Records Act (the “Act”) was enacted to ensure public access to public records. You may 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.

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 incur additional charges for research time or may be rejected if the request would require an undue amount of research or compilation.

Name: _____

Address: _____

Phone: _____ Fax: _____

IDENTIFICATION OF DOCUMENTS

SPECIFIC NAME / DATE OF DOCUMENT	TYPE OF DOCUMENT <small>(i.e., resolution, ordinance, report, agreement, etc.)</small>

Signature of Requestor: _____ Date: _____

This area for staff use only

Date Received: _____ Date of Response: _____

Est. Cost: _____ Amount of Deposit: _____ Refund/Additional Payment: _____

Disposition: _____