

**CAMBRIA COMMUNITY SERVICES DISTRICT  
PUBLIC RECORDS REQUEST FORM**

The California Public Records Act (Government Code 6250. et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. You will be charged the direct cost of duplication, as set forth in the CCSD Fee Schedule. Documents will not be copied until payment has been received.

To expedite your request for District records, please identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the District. The District is not required by law to create a new record or list from an existing record.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

Full description of document(s). Please be as specific as possible and include date(s), if known. (if necessary, add additional pages)

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**YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.** Within 10 days from receipt of the request, the District will determine whether the request, in whole or in part, seeks copies of disclosable public records and will promptly notify the person making the request of the determination and the reasons therefore. As permitted by law, in unusual circumstances, the time limit to respond may be extended. "Unusual circumstances" means: 1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request. 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination

Signature of Requestor: \_\_\_\_\_