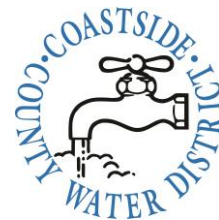


**COASTSIDE COUNTY WATER DISTRICT  
PUBLIC RECORDS REQUEST FORM**



**REQUESTOR INFORMATION:**

**Requestor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State & Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

REQUEST TO INSPECT DOCUMENTS

REQUEST FOR COPIES

**Description of Document(s) Requested:** (Please be as specific as possible, include dates, titles of reports, etc...)

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

MAIL COPIES

WILL PICK UP COPIES

ELECTRONIC (if available), Please email to: \_\_\_\_\_

HARD COPY (\$.06 per page duplication cost per CCWD Resolution Number 2001-03 Dated March 27, 2001) - \$.12 per page double-sided (*Postage costs are additional*)

*I understand that there is a charge for duplication of all material that I request and I agree to pay all charges before receiving any documentation.*

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please make check or money order payable to: **Coastside County Water District**

This form can be mailed or submitted in person to: Coastside County Water District, 766 Main Street, Half Moon Bay, CA 94019 or fax to (650) 726-5245

**Government Code Section 6250-6270**

*6253. (b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication or a statutory fee if applicable.*

*(c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or part, seeks copies of disclosable public records in the possession of the agency...*

**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Paid Date: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_