



PUBLIC RECORDS REQUEST FORM

PLEASE WRITE IN THE SPACE BELOW THE NAME OF THE DOCUMENTS YOU WOULD LIKE THE DISTRICT TO PRODUCE FOR INSPECTION AND/OR COPYING.

PLEASE BE ADVISED THAT UNDER CALIFORNIA GOVERNMENT CODE 6250 ET SEQ., THE DISTRICT HAS 10 DAYS AFTER THE DATE OF YOUR REQUEST TO DETERMINE WHETHER THE RECORD(S) YOU HAVE REQUESTED IS/ARE SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS ACT. THIS PERIOD OF TIME MAY BE EXTENDED BY THE DISTRICT FOR AN ADDITIONAL 14 DAYS. AFTER THE DISTRICT HAS MADE ITS DETERMINATION, YOU WILL BE IMMEDIATELY NOTIFIED. IF THE DISTRICT DETERMINES THAT THE DOCUMENTS YOU HAVE REQUESTED ARE SUBJECT TO DISCLOSURE, THE RECORDS WILL BE PRODUCED WITHIN A REASONABLE TIME THEREAFTER. IF BLACK AND WHITE COPIES ARE REQUESTED, YOU WILL BE CHARGED A FEE OF \$.25 FOR THE FIRST PAGE AND \$.10 FOR EACH ADDITIONAL PAGE. IF DOCUMENTS ARE REQUESTED ON AN ELECTRONIC DEVICE, THE REQUESTER IS RESPONSIBLE FOR THE COST OF SUCH DEVICE.

DESCRIPTION OF THE REQUESTED DOCUMENT(S):

Signature

Date

Print Name

WILL PICK-UP PLEASE E-MAIL

PLEASE MAIL

Address *City* *State* *Zip*

Daytime Telephone

E-mail Address

THIS FORM SHOULD BE SUBMITTED TO THE DISTRICT AT: INFO@HDWD.COM OR HI-DESERT WATER DISTRICT, 55439 29 PALMS HWY, YUCCA VALLEY, CA 92284

FOR OFFICE USE ONLY

DATE RECEIVED: _____ DATE NOTIFIED: _____

DATE RECORD(S) PRODUCED: _____ SIGNATURE: _____

NO. PAGES: _____ COPY COST: \$ _____