



GRANADA COMMUNITY SERVICES DISTRICT

PUBLIC RECORDS REQUEST

To request a copy of a public record, please complete the information requested below and submit this form to District staff. Please identify specifically the type of record(s) you are requesting, and where applicable, please provide the title or type of document or record, and other specific identifying information, such as the name of the person or project associated with the item (if applicable).

Upon receipt of a completed records request form, the District shall, within 10 days from receipt of the request, determine whether the request seeks copies of disclosable public records in the possession of the District and shall promptly notify the person making the request of that determination. At that time, the District shall also state the estimated date and time that the records will be made available and in what format. In the case of unusual circumstances, the time limit to respond may be extended by an additional 14 days, and if so, the District will provide a written notice of the reason for the extension. (See the reverse side of this form for definition of "unusual circumstances").

REQUESTOR INFORMATION (Must be completed)

Date: _____ Name: _____ Company Name: _____

Mailing Address: _____ City _____ Zip Code _____

Daytime Phone: (____) _____ Cell: (____) _____ Fax: (____) _____

E-mail Address: _____

Photocopy charges: First 4 pages – no charge, then .25 cents per page.

INFORMATION/DOCUMENTS REQUESTED:		Check Box to:	Indicate Number	STAFF ONLY
#	Description	Review Record	Request Copies	
1.				
2.				
3.				
4.				
5.				
6.				

Signature

Date

Unusual circumstances defined as follows, but only to the extent reasonably necessary to process the request:

- (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** that 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 of the request or among two or more components of the agency having substantial subject matter interest therein.
- (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

FOR AGENCY USE ONLY

Date Request Received:			
Processed Same Day?:		YES	NO
No. of Copies Provided?:			
Total Copy Charge:			
Amt Rec'd:		Change :	
Check off all Docs provided on page one.			
ADD'L COMMENTS:			
Follow up Required?:		YES	NO
Received By:			