

Esparto Community Services District Request for Public Records

Upon receipt of a request for District records, the District shall determine within 10 working days if the records are public and available within the District's records system, and notify the citizen of such determination. (See California Government Code Sections 6250-6265 for full text of the California Public Records Act.)

<u>Document Description</u>	<u>Date</u>	<u>No. Copies</u>	<u>No. Pages</u>	<u>Charge</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

I/We agree to pay the Esparto Community Services District \$0.10 per page to cover the cost of duplication.

Name/Organization Making Request: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

For Office Use

Date/Time of Request: _____ Date Due: _____

Request Received By: _____

(Sign and give copy to citizen: Give to Manager for processing)

Receipt of Documents

Date Requestor Notified: _____ Documents Pick-Up Date: _____

Documents Received By: _____

(Signature of Requestor)