



TCRCD

## PUBLIC RECORDS REQUEST

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or material and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible consistent with the Act.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, and resolution, etc.) Non-specific requests may incur additional charges or research time or may be rejected if the request would require an undue amount of research or compilation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**IDENTIFICATION OF DOCUMENTS**

**SPECIFIC NAME / DATE OF DOCUMENT**

**TYPE OF DOCUMENT**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

TCRCD Office Use Only:

Date of Response:



OFFICE USE:

Date request received: \_\_\_\_\_

Who requested: \_\_\_\_\_

What was requested: \_\_\_\_\_

Dates, Names, and Format of Correspondence:

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