

Castroville Community Services District

PUBLIC RECORDS DOCUMENT REQUEST FORM

Please specifically identify the public record(s) of which you wish to obtain a copy. If the record(s) cannot be identified as described in your request, the District will be unable to supply you with a copy.

Submit this completed form to the Secretary of the District at the District office located at 11499 Geil Street in Castroville or mail the form to the attention of the Secretary at P.O. Box 1065, Castroville, CA 95012.

The District will normally respond to document requests **within ten (10) days of receipt**. Under unusual circumstances (such as need to search for or collect records from a remote location, where the records requested are voluminous, or where there is a need for consultation) the District may extend the time for response.

The fee to cover costs for any copy made at the District office is presently \$0.10 per page. For voluminous materials, the District may use a copying service, in which case the fee will be equivalent to the charges of such service. The fee must be paid prior to receiving the materials. For voluminous materials, a deposit is required for copying charges.

I, _____, request a copy of the following public record(s).

1. _____

2. _____

When the requested documents are available, please notify me at the following address and/or telephone number:

Received by: _____ Date _____