Public Records Request

I (please print) ____________________________, hereby request the following information from the Valley Sanitary District (please describe in as much detail as possible)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please be advised that under California Government Code Section 6250 et. Seq. some public records may be exempt from the Public Records Law.

____________________________________________________________________________________
Applicant’s Signature/Date

__________________________________
Daytime Telephone

Street Address

City           St        Zip

(for office use only)

Date request initially received: ______________ Initials: ________ Referred to: __________
Estimated time to comply: ______________ Date requestor notified: ______________
Date deposit made: ______________ Receipt no: ________________ Copy cost $______________
Date(s) requestor informed more time needed for compliance: ________________
Date info supplied: ______________ Date refund made: ______________ Additional amt paid $________
Staff time related to request for tracking purpose: __________________________________________________________________
Comments: ________________________________________________________________________________
                                                                                           __________________________________________________________________
                                                                                           __________________________________________________________________

I hereby acknowledge receipt of the requested information.

__________________________________
Applicant’s Signature/Date

__________________________________
Daytime Telephone