

San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452

(805) 927-4778 Fax (805) 927-0399

Public Record Request Form

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

SPECIFIC NAME / DOCUMENT DATE	TYPE OF DOCUMENT (i.e., resolution, ordinance, report, agreement, etc.)

**California Public Records Act:**

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency, (b) each state or local agency, upon a request for a copy of records that **reasonably describes an identifiable record** or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable, (c) Each agency, upon a request for a copy of records, **shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore.**

6253.4. (a) Every agency may adopt regulations stating the procedures to be followed when making its records available in accordance with this section.

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

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

Telephone: \_\_\_\_\_

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_