



PUBLIC RECORDS REQUEST

The California Public Records Act (Government Code 6250 et. seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. You will be charged the direct cost of duplication as set forth in the District's adopted fees.

To expedite your request for District records, please identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the District. The District is not required by law to create a new record or list from an existing record.

Name _____ Date _____

Phone _____ Email _____

Address _____

Description of document(s). Please be as specific as possible and include date(s), if known.

\$_____ Copies 8 ½ x 11 @ \$ 0.50 first three pages, \$ 0.10 each page thereafter

\$_____ Other copy charges (irregular size pages, maps, drawings, audio recording, etc.)

\$_____ Postage

\$_____ Total charges

Please mail payment to: Triunfo Water & Sanitation District
Clerk of the Board
1001 Partridge Drive, Suite 150
Ventura, CA 93003-0704

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