

## PUBLIC RECORDS REQUEST

The California Public Records Act (Government Code § 6250 et seq.) was enacted to ensure public access to public records. Central Contra Costa Sanitary District has established administrative procedures in accordance with the California Public Records Act whereby persons may inspect District records during business hours at the Headquarters Office Building and/or may obtain copies upon payment of a fee. The charge for copies is \$0.15 per page.

This form, though not required by law, will enable the District to accurately and efficiently produce existing documents responsive to your request and that are not exempted from disclosure by law. To request District records mail your request to Secretary of the District, Central Contra Costa Sanitary District, 5019 Imhoff Place, Martinez, CA 94553 or call (925) 229-7303 or send an e-mail to [kyoung@centralsan.org](mailto:kyoung@centralsan.org).

Within 10 days of receipt of this request, the District will notify you by e-mail or phone number provided on this form when the responsive records will be available for inspection and if applicable the fee for duplication.

REQUESTER INFORMATION	
NAME	DATE
E-MAIL	PHONE
MAILING ADDRESS: (street, city, state and zip)	
<input type="checkbox"/> I wish to inspect the requested records, where applicable, and do not want copies produced at this time. I understand that I will be contacted to schedule an appointment to view the documents.	
<input type="checkbox"/> I would like copies of the requested records and understand I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to documents requested being copied.	
ADDITIONAL INFORMATION THAT WILL ASSIST THE DISTRICT IN RESPONDING TO THIS REQUEST (For example, provide the preferred method, date or time of contact or delivery.)	
DESCRIPTION OF DOCUMENT/RECORDS/INFORMATION REQUESTED	
Please be as specific as possible and include time period covering the requested records.	