

Pursuant to the California Public Records Act (Gov. Code section 6250 et seq.), the District's records shall be disclosed to the public, upon request to review or obtain copies of, unless there is a legal basis not to do so. If you wish to request access to information concerning the District's policies and practices, please write in the space below clearly specifying the document(s) requested.

Under the California Government Code section 6253(c), the District has ten (10) calendar days after the date of your request to determine whether the record(s) you requested are available and subject to disclosure. The District may extend this period of time for an additional fourteen (14) days under "unusual circumstances." After the District has made the determination that the documents you requested are available and subject to disclosure, the records will be produced within a reasonable time thereafter. Applicable fees will apply.

### DESCRIPTION OF THE REQUESTED DOCUMENT(S)

I, (first and last name) \_\_\_\_\_, hereby request the following information from the West Valley Water District:

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Please be advised that under California Government Code section 6250 et seq., some public records may be exempt from the Public Records Act.

Please check one:

- Review at the West Valley Water District's office
- Photocopy (Fee: \$0.25 per page)
- Maps and/or oversized (2'x 3') documents (Fee: \$3.50 per page)
- Digital Format (CD) Disc (Fee: \$3.75 per disc + \$0.25 per page)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**FOR OFFICE USE ONLY**

DATE RECEIVED:

DATE NOTIFIED:

DATE RECORDS PRODUCED:

SIGNATURE: