

**APPENDIX A  
PUBLIC RECORDS REQUEST**

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**

**REQUEST FOR PUBLIC RECORDS**

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible consistent with the Act.

**\*\*\*Note\*\*\* Please be advised that the District has 10 days in which to respond to the request and a reasonable amount of time to produce the documents. If the request would pose more than a minimal cost to the district, this cost may be passed on to the requesting party.**

When submitting your request, please 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.

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SPECIFIC NAME / DATE OF DOCUMENT**

**TYPE OF DOCUMENT**  
(i.e., resolution, ordinance, report, agreement, etc.)


Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**This area for staff use only**

Date Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

Est. Cost: \_\_\_\_\_ Amount of Deposit: \_\_\_\_\_ Refund/Additional Payment: \_\_\_\_\_

Disposition: \_\_\_\_\_