



**PUBLIC RECORDS REQUEST**

IF YOU WISH TO HAVE ANY RECORD HELD BY THE DISTRICT PRODUCED FOR INSPECTION, AND/OR COPYING, PLEASE WRITE IN THE SPACE BELOW THE NAME OF THE DOCUMENT(S) SO REQUESTED.

PLEASE BE ADVISED THAT UNDER CALIFORNIA GOVERNMENT CODE §6250 ET SEQ., THE DISTRICT HAS TEN (10) DAYS AFTER THE DATE OF YOUR REQUEST TO DETERMINE WHETHER THE RECORD(S) YOU HAVE REQUESTED IS/ARE SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS ACT. THIS PERIOD OF TIME MAY BE EXTENDED BY THE DISTRICT FOR AN ADDITIONAL FOURTEEN (14) DAYS. AFTER THE DISTRICT HAS MADE ITS DETERMINATION, YOU WILL BE IMMEDIATELY NOTIFIED. IF THE DISTRICT DETERMINES THAT THE DOCUMENTS YOU HAVE REQUESTED ARE SUBJECT TO DISCLOSURE, THE RECORDS WILL BE PRODUCED WITHIN A REASONABLE TIME THEREAFTER. IF COPIES ARE REQUESTED, YOU WILL BE CHARGED A FEE CALCULATED AT TWENTY-FIVE CENTS (\$.25) PER PAGE, OR THREE DOLLARS AND FIFTY CENTS (\$3.50) PER PAGE FOR MAPS AND/OR OVERSIZE (2'x3') DOCUMENTS.

**DESCRIPTION OF THE REQUESTED DOCUMENT(S):**

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\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

Will pick up \_\_\_\_\_

\_\_\_\_\_  
*Address*

Please mail \_\_\_\_\_

\_\_\_\_\_  
*Phone*

Via Email \_\_\_\_\_

**THIS FORM SHOULD BE SUBMITTED TO THE DISTRICT AT:**

**East Valley Water District  
3111 Greenspot Rd.  
Highland, CA 92346**

or

**email to:  
Administration@eastvalley.org**

FOR OFFICE USE ONLY	
DATE RECEIVED: _____	DATE NOTIFIED: _____
DATE RECORDS PRODUCED: _____	SIGNATURE: _____