



# Request for Public Records

## Inspection/Copies

### Public Notice Regarding Charges

In accordance with the District's Guidelines for Access to Public Records, staff members will respond to public records requests from the public as soon as is practicable, given their other responsibilities. There is no charge for copies totaling less than 10 pages. For requests that exceed 9 pages, the charge per standard reproduced one-sided page is \$.15 per page and \$.25 per standard reproduced double-sided page for all pages, including the first 9 or actual costs when an outside photocopy service is used.

Note: Soquel Creek Water District staff will make every effort to accommodate your request; however, no time frame can be guaranteed as to when records will be either produced for inspection or copied. When the research is expected to take longer than 10 days, you will be notified in writing within 10 days of the date of your request.

Date of Request \_\_\_\_\_ Needed by (date) \_\_\_\_\_

Name \_\_\_\_\_ Staff Member Accepting Request \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail address \_\_\_\_\_

Please give a complete description of the information/records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charges:	Single-sided Copies @ \$.15/page _____	Total \$ _____
	Double-sided Copies @ \$.25/page _____	Total \$ _____
	Other Charges	\$ _____
	Grand Total	\$ _____