



PUBLIC RECORDS REQUEST

The California Public Records Act was enacted to ensure public access to public records. Persons may inspect District records at the Cabazon Water District Administrative Office, located at 14618 Broadway St., Cabazon, CA 92230, between the business hours of 8:30 am to 4:30 pm, Monday through Thursday. Copies may be obtained upon payment of a fee; the charge for copies is \$0.20 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 or deliver your request to the Cabazon Water District, 14618 Broadway St., PO Box 297, Cabazon, CA 92230, or call (951) 849-4442, or send an email to info@cabazonwater.org.

Within 10 days of receipt of this request, the District will notify you by e-mail, mailing address, 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

Date:

Phone:

Name:

Email:

Mailing Address:

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.

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. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being received.

ADDITIONAL INFORMATION THAT WILL ASSIST THE DISTRICT IN RESPONDING TO THIS REQUEST

Description of Document/Records/Information Requested

Please be as specific as possible and include time period covering the requested records.