



Public Records Act Request Form

Tehachapi-Cummings County Water District responds to records requests in accordance with the California Public Records Act (Government Code Section 7920.000 et seq.). To ensure your request is fulfilled accurately and in a timely manner, we ask that you complete this form completely. Please note there may be a fee for production of records and the charge for paper copies is \$0.10 per page.

Requestor Information

Name:		Date:
Company (if applicable):		
Mailing Address:		
City:	State:	Zipcode:
Phone Number:		
Email Address:		

Record/Document Requested (please be as specific as possible)

Name of Record/Document:
Description:
Time Period:
Format Requested: Electronic Copy___ Paper Copy___ Other:_____
Delivery Method: Email Copies___ Mail Copies___ In-Person Inspection___

DISTRICT STAFF USE ONLY

Estimated Cost:	
General Manager Approval:	
Legal Counsel Approval:	
Document/Response Provided On:	
Request Completed By:	Date:
Format Provided:	