



NIPOMO COMMUNITY SERVICES DISTRICT

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PUBLIC RECORDS REQUEST

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.

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.

Copy charge:

If NCSD makes copies, \$1.50 for the first page and \$0.20 for each additional page.

If a local copy service is used, a deposit will be required to cover the actual copy service cost. A refund or additional funds may apply.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

IDENTIFICATION OF DOCUMENTS

SPECIFIC NAME / DATE OF DOCUMENT	TYPE OF DOCUMENT (i.e., resolution, ordinance, report, agreement, etc.)
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Signature of Requestor:	Date:

AREA BELOW FOR OFFICE USE ONLY

Date received:

Date of Response:

Est. Cost:

Amount of Deposit:

Refund/Additional Payment:

Disposition: