



PUBLIC RECORDS REQUEST FORM

To expedite your request for Agency records, please fill out this form completely, and identify specifically the type of records you are requesting. Please limit your request to one facility or one site address for each request form filed, and three requested items per form. Additional forms or pages can be used if requesting information for more than one facility or for records not identified on this form. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the Agency. Staff is available to assist you in identifying those records in the Agency's possession. The Agency is not required by law to create a new record or list from an existing record.

REQUESTOR INFORMATION

NAME:	DATE:	
COMPANY:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	
EMAIL ADDRESS:		

REQUESTED RECORDS (3 items per form)

TIME PERIOD OF DOCUMENTS REQUESTED	From:	To:

REQUESTED FACILITY INFORMATION (If Applicable)

FACILITY NAME:		
FACILITY ADDRESS:		
CITY:	STATE:	ZIP CODE:
FACILITY I.D. NO. (if known):	APPL. AND/OR PERMIT NO. (if known):	

Direct cost of duplication: \$.25 per page for paper copies and \$2.00 each for CD's/DVDs.

- I wish to inspect the requested records, where applicable, at no charge. I do not want copies produced at this time.
- I request that the District contact me prior to copying the requested records if the cost exceeds \$20.00.
- I would like copies of the requested records and I hereby agree to reimburse the Agency for the direct cost of duplication in accordance with Gov. Code Sec. 6253(b).

Signature of Requestor

Note: After a preliminary estimate, advance payment may be required.

SANTA CLARITA VALLEY WATER AGENCY

INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Govt. Code Sections 6250-6276.48)

1. In order to expedite your request, requests for records should be in writing (verbal requests are excepted as well). Requests will be processed within 10 days from the date received. A Public Records Request Form can be faxed to you by calling (661) 297-1600. A form is also available on the Agency's web page at <http://www.yourscvwater.com>. Select the "Contact Us" menu, followed by the "Public Records" menu. Requests may be submitted by facsimile to (661) 297-1610, or by email to pr@scvwa.org.
2. Requests must be for records prepared, owned, used, or retained by the Agency (Gov. Code Sec. 6252(e)). Requests should be for clearly identifiable records. If necessary, the Agency will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state law.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this Agency. In most cases, your request will be completed within 10 days.
4. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If your request is to review records, rather than receive copies, the Agency will notify you once the records are gathered, and arrangements will be made for your review.
6. The charge for the direct cost of duplication is as follows: Paper Copies, \$0.25/page and CD's/DVD's are \$2.00 each. Payment will need to be received prior to the records being released.
7. For further clarification please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.).

If you have questions pertaining to the submittal of a Public Records Act request, you may contact the Agency, (661) 297-1600, Monday through Thursday, 8:00 a.m. to 5:00 p.m. Our Fax number is (661) 297-1610. Our email address is pr@scvwa.org.

Santa Clarita Valley Water Agency

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(661) 297-1611 fax