

SAN MIGUEL COMMUNITY SERVICES DISTRICT

1765 Bonita Place SAN MIGUEL, CA 93451
(805) 467-3388 FAX (805) 467-9212 info@sanmiguelcsd.org

PUBLIC RECORDS REQUEST FORM (Resolution 2023-01)

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.)

Copy charge: **All records will be sent electronically unless otherwise requested.**

1. Document Copies (Up to 8.5 x 14)_____ \$0.31/per page

2. Document Copies (11 X 17)_____ \$0.39/per page

3. Document Copies (Larger 11 X 17)_____ \$2.00/per page

NAME:_____

PHONE:_____

ADDRESS:_____

EMAIL:_____

DOCUMENTS REQUESTED	
SPECIFIC NAME / DATE OF DOCUMENT	TYPE OF DOCUMENT (resolution, ordinance, report, etc.)
Signature of Requestor:	Date:
AREA BELOW FOR OFFICE USE ONLY	
Date Received:	Date of Response:
Estimated Cost _____	