



Public Records Request Form

18021 Lincoln Street, Villa Park, CA 92861
 Phone (714) 538-0079 | Fax (714) 538-5279

- This form is to be used for all requests for records which are made pursuant to the California Public Records Act; however, use of this form by the requestor is voluntary. If an alternate method is used, this form will be completed by the employee responding to the request and the original request (if applicable) will be attached.
- Please submit this form to the attention of the District Secretary either by mail 18021 Lincoln Ave., Villa Park, CA, 92861; e-mail info@serranowater.org; phone (714) 538-0079; or fax (714) 538-5279.
- Records will only be provided or mailed to the requester when applicable fees, if any, have been paid

Requestor Contact Information

Name _____ Phone Number _____

Company _____ Fax Number _____

Address _____

E-mail _____

Preferred Method of Contact (✓check one) Phone Fax E-mail Mail

Description of Record(s) (e.g., subject, record title, etc.)

	Date from	Date to

Please indicate how you want to receive the records.

<input type="checkbox"/> Review in Person	<input type="checkbox"/> Paper Copies <i>(fee)</i>	<input type="checkbox"/> Pick-up <i>(fee)</i>	
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For District's Use Only

Approved Denied

Comments and/or reason, if denied.

District Secretary's Signature *Date*

Request Received _____

Response Due _____

Requestor Notified _____

Request Completed _____

Initials

Initials