



Public Records Request Form

Request for access to Monterey Peninsula Water Management District records or files.

A written request is not required; however, the Water Management District prefers that requests be submitted in writing to assist staff with the efficient identification of the records you seek.

- Name _____ Organization _____
(You are not required to list your name or organization)

- The District will determine, within 10 days of receipt of a request, whether it can comply with the request and will notify you of the determination and the estimated duplication costs. You will be contacted by the method you identify below.

Email: _____ Phone: _____ Fax: _____

U.S. Mail (Mailing Address) _____

- Describe the requested records. If you are requesting multiple items, please number them. Includes dates of records.

- Would you like to inspect the records only? There is no fee to view records.

Yes. Contact me to set an appointment. No

- Payment is required prior to duplication of records.
 - \$0.10 per photocopied page (8.5" x 11", 8.5" x 14" and 11" x 17")
 - For two sided copies, the charge is \$0.10 per side
 - \$5.00 per CD-ROM or DVD
 - \$8.00 per USB Drive
 - Actual duplication costs charged by vendor for oversized or irregularly shaped documents
 - For large copy jobs, an outside vendor may be utilized and you will be charged the vendor's fee
 - Preparation of a new record that requires data compilation, extraction or programming will be charged based on labor and time to produce the record.

- I agree to pay duplication and postage costs up to an amount listed here _____. If costs will exceed that amount, I request to be contacted prior to duplication.

- Method of Delivery for Duplicated Records:

Pick up at District office Email Fax (15 page maximum) U.S. Mail

- Requests may be submitted in one of the following methods: Email – arlene@mpwmd.net; Phone 831-658-5652; Fax – 831-644-9560; U.S. Mail – see address below.

Thank you for the request. If you have questions, please contact the MPWMD office at 831-658-5610.