



## 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.

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- 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 – [sara@mpwmd.net](mailto:sara@mpwmd.net); Phone 831-658-5610; 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 831-658-5600.**