

# Request for Public Records

Submittal of this form is not required but it is provided for your convenience.

Reference the California Public Records Act; Know Your Rights



## To Be Completed by Requester

<b>Name of Requester</b>	<b>Date</b>
<b>Agency/Company</b>	<b>Email Address</b>
<b>Mailing Address</b>	<b>Phone #</b> <b>Fax #</b>

**Requested Documents/Information:**  
 (please be as specific as possible, e.g., subject matter, key words, date range, County department(s), etc.)

Reviewed by General Manager (      ) *initial*

Processing assigned to: \_\_\_\_\_

### FOR OFFICE USE ONLY

(Official Date Stamp)           Clerk's Initials: _____	(Official Date Stamp)           Clerk's Initials: _____	(Official Date Stamp)           Clerk's Initials: _____
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Request Received	Notification of Records Availability Given	Request Picked Up, Mailed or Faxed
<input type="checkbox"/> Walk-In <input type="checkbox"/> Mail <input type="checkbox"/> Phone / Fax <input type="checkbox"/> Other: _____	<input type="checkbox"/> Immediate <input type="checkbox"/> One Business Day <input type="checkbox"/> Other: _____ <b>Comment:</b> _____	<input type="checkbox"/> Picked Up <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Other: _____

Number of Copies: \_\_\_\_\_ X \$ \_\_\_\_ per page = \$ \_\_\_\_\_

Computer media: = \$ \_\_\_\_\_

Postage: = \$ \_\_\_\_\_

Other: = \$ \_\_\_\_\_

TOTAL: = \$ \_\_\_\_\_

<u>Copy Fees a/o 01/01/11</u>	<u>Each (Piece) Cost</u>
Per 1-side Page	\$0.10
per 2-side Page	\$0.20
CD (Data)	\$3.00

**Total Money Collected**      \$ \_\_\_\_\_      **Cash / Check / Money Order**

**Customer Receipt #:** \_\_\_\_\_      **Cashier's Initials:** \_\_\_\_\_

**Please use a separate form for each request!**

## The Humboldt Community Services District Guidelines for Accessing Public Information

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Everyone is entitled to view or obtain a copy of a public record maintained by the Humboldt Community Services District (HCSD). The following guidelines will assist you by letting you know how the request will be processed.

1. If you want to view a public record, you may request it at HCSD's office located at 5055 Walnut Drive in Eureka, California during regular business hours of 8 a.m. to 5 p.m. Calling in advance of viewing a public record will increase the likelihood that a record will be available for you to view. You may request a copy of a public record by calling or writing the HCSD General Manager at (707) 443-4558, P.O. Box 158, Cutten, CA 95534, email address – [dhull@humboldtcsd.org](mailto:dhull@humboldtcsd.org)
2. There is no cost for viewing a public record\*. If you want a copy of a public record, we will first give you the actual or estimated number of pages, and after we've received ten cents per page from you, we will promptly provide you with a copy. To offset administrative costs, we will waive the costs of copies so long as the request is for fewer than 20 pages. If you request a record on a CD, the cost is \$3.00 each.
3. Records containing personal information about a person are not public records, but we will let you view or have a copy of records so long as you provide us with the necessary documentation: A valid subpoena or written consent allows us to release a contractor's or employee's personal records but only written consent allows us to release personal records.
4. If we do not have a record that you've requested, we will do our best to help you identify other records that will meet your needs. If you request data that may only be obtained by computer programming, then you must pay the costs of programming before we run the report for you.
5. We will give you the requested information as soon as possible, but in any event we will respond to your request within 10 calendar days of receiving it. If a record is not immediately available, we may extend our response by an additional 14 days.
6. For any questions about this policy, you may contact the General Manager at (707) 443-4558 or e-mail address – [dhull@humboldtcsd.org](mailto:dhull@humboldtcsd.org).

\*Alternative formats available upon request.