



Stanislaus Consolidated Fire Protection District
3324 Topeka St.
Riverbank, CA 95367
(209) 869-7470
Fax: (209) 869-7475

PUBLIC RECORDS ACT REQUEST FORM

Under the California Public Records Act (Government Code Section 6250 and following), I hereby request copies of the following documents, which are files with, retained by, or prepared by the Stanislaus Consolidated Fire Protection District (SCFPD).

To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the Stanislaus Consolidated Fire Protection District. SCFPD is not required by law to create a new record or list from any existing records. Please note, if you are requesting to inspect/view the records stored at this office, the agency must be given time to locate and review the documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.

REQUESTER INFORMATION

Name: _____ Date: _____
Company Name: _____
Mailing Address: _____
City: _____ State/Zip Code: _____
Phone number: _____ Fax number: _____
Email address: _____

REQUESTED RECORDS

Time period/date(s) covering documents requested _____

I wish to view the requested records, where applicable, and do not want copies produced. I will make an appointment in which to view the records requested at a later date/time.

I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and the cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being copied.

Signature of Requester

Date

You will be charged the direct cost of duplication for any documents. Documents will not be copied until payment has been received. I understand that I may obtain copies of the requested documents at the cost of: 1st page at \$1.00, each additional page at \$0.25 each page. There is also an Administrative Fee of \$10.00. I am also aware that if the requested records are too voluminous, SCFPD will contact me and provide me access to review the records. SCFPD will contact me with the total cost of this request.

You will be notified within ten (10) days:

- Whether the Agency requires an extension of time to determine whether it has records responsive to your request
- Whether the Agency has records responsive to your request
- Whether the Agency has records responsive to your request but which are exempt from disclosure and the reasons for exemption
- Whether the Agency has records responsive to your request and the page count and cost of copying the records
- Based on the page count, the time required to copy the documents requested; Copying of documents responsive to your request will be completed as soon as possible.

If your request is to review the documents rather than to receive copies, the Agency will make an appointment at the time of your request for a future date reasonable to all the Agency time to gather the documents and review them for compliance with the provisions of the Public Records Act.

Records stored by the Agency in electronic format can be provided in the same electronic format when requested. You will be required to provide an electronic email address. Direct costs incurred by the Agency in providing certain electronic data, including direct costs of redacting confidential information or information not otherwise subject to disclosure, shall be paid by the recipient. The Agency is not required to produce records in electronic format when the requested records are not available in electronic format or otherwise available in print document.

The Agency will provide an invoice for the charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the requester.

For further clarification, please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq) and the DLSE's website at www.dir.ca.gov/dlse