



Stanislaus Consolidated Fire Protection District
3324 Topeka Street
Riverbank, CA 95367
Phone: (209) 869-7470 · Fax (209) 869-7475
www.scfpd.us

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 reports prepared, owned, used or retained by SCFPD. 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 responsible 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

Full Name: _____ Date: _____
Company Name: _____
Mailing Address: _____
City: _____ State _____ Zip _____
Phone Number: _____ Fax Number: _____
Email Address: _____

REQUESTED RECORDS

Time Period/Date(s) Covering Documents Requested _____

- I wish to make an appointment to view the requested records (no copies produced).
- I wish to receive the requested records via email (no copies produced).
- I would like printed copies of the requested records and I understand that I will be contacted with the number of pages and estimated printing costs (see reverse). I understand and agree that I will be required to make payment for the copying costs prior to printing.
- I wish to receive the requested records electronically and agree to pay the direct costs incurred for the electronic storage device, if I do not provide one (\$.50/CD, \$5.75/thumb drive)

Signature of Requester _____ Date: _____

Requester will be notified within 10 calendar days (from date request is received):

- Whether the agency requires additional time to determine whether it has records responsive to the request.
- Whether the agency has records responsive to the request.
- Whether the agency has records responsive to the request that are exempt from disclosure and the reasons for exemption.
- Whether the agency has records responsive to your request, the page count and estimated cost of copying the records.
 - Based on the page count, the time required to copy the requested documents.

REVIEW OF RECORDS

If this request is to review the documents, rather than receive copies, the agency will contact the requestor to schedule an appointment once the documents have been gathered and reviewed for compliance with the provisions of the Public Records Act.

ELECTRONIC RECORDS

Records stored by the agency in electronic format can be provided in the same format. You will be required to provide an email address. Direct costs incurred by the agency in providing certain electronic data (e.g. electronic storage device, programming and computer services), shall be paid by the requester. The Agency is not required to produce records in electronic format when the requested records are not available in electronic format or are otherwise available in print.

PRINTED RECORDS

If printed records were requested, the requestor will be charged the direct cost of duplication and postage (if applicable) in accordance with the following fee schedule:

Administrative Fees (SCFPD Ordinance No. 10)	
Printing (up to legal paper) 1 st page	\$1
Each additional page	\$0.30
Printing (11x17) 1 st page	\$2
Each additional page	\$0.60
Faxing (per page)	\$0.25
Copy of Incident Report	\$24
Copy of Operating Budget	\$35

SCFPD will provide an invoice for applicable charges due and documents will not be copied until payment is received. If the requested records are too voluminous, the requester will be contacted and alternative arrangements will be made to provide access to review the records.

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.