



# PUBLIC RECORDS REQUEST

## Las Virgenes Municipal Water District

4232 Las Virgenes Road  
Calabasas, CA 91302  
(818) 251-2100  
(818) 251-2149 FAX  
www.lvmwd.com

(for office use only)

Public records are available for inspection at all times during normal business hours and are available for inspection at no charge. Some records are not available for review because they are confidential pursuant to the Public Records Act or other statute. It may be necessary for a member of the General Manager's Office to schedule an appointment with you to visit the District to inspect files or documents that are currently active and/or large. Pursuant to the Public Records Act, the records will be available for inspection (or duplications will be available for retrieval) within 10 days or you will be notified in writing if additional time is needed to gather the requested records.

A request for a copy of an identifiable public record or information produced there from shall be accompanied by payment of a fee in the amount of \$.20 per page, or in the case of blue line records, the amount of \$3.00 for the first sheet and \$1.50 for each additional sheet of the same project. A certified copy of such record shall require an additional fee of \$2.00. If you require assistance with this request, staff in the General Manager's office is available to assist you.

- I wish to INSPECT records specified in this request at no charge. I may later choose to purchase copies.
- I wish to PURCHASE COPIES of records specified in this request without prior inspection.

Please type or print legibly.

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please specify exactly what record(s) or document(s) you are requesting. Unclear requests may result in delay, error or the necessity for you to resubmit the request. You may attach additional pages or an itemized list.

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Date available: \_\_\_\_\_ Date provided: \_\_\_\_\_ Copy fee: \_\_\_\_\_ Initials: \_\_\_\_\_