

WEST BASIN MUNICIPAL WATER DISTRICT

17140 S. Avalon Blvd., Suite 210
Carson, Ca 90746
(310) 660-6229 – (310) 217-2415

**REQUEST FOR INFORMATION
REQUEST FOR PUBLIC RECORDS**

You may fax or mail this form at the address and fax number listed above. If you have questions, please contact Charlene Jensen at the phone number above.

DATE: _____

I am requesting the following information: _____

In accordance with Government Code Section 6253(b) of the California Public Records Act, I am requesting _____ copy(ies) of the following documents:

The records requested are public documents and are not protected by Federal or State confidentiality statutes. Nevertheless, should any confidential information pertaining to individuals or entities, corporations, partnerships, or organizations be inadvertently included in any of the records the undersigned agrees to protect that confidentiality and recognizes that unauthorized release or disclosure of confidential information may make the undersigned subject to civil action under provision of Federal and California statutes.

I understand that the District has ten (10) working days to respond to this request.

I understand that there will be a \$.50 per page charge assessed in accordance with West Basin's Administrative Code, adopted June 2007. The cost for copies of blueprints is \$3.00 for the first page and \$1.50 for each additional page. A charge for a certified copy is \$2.00. Once payment has been received, the documents will be released.

Name: _____

Organization: _____

Address: _____

Phone: _____

WEST BASIN USE ONLY:

Date Request Completed: _____

Copy(ies) Provided: Yes No Partial

List any requested document that is exempt from public disclosure and was not copied (i.e. personnel files, attorney/client communications, preliminary drafts, pending litigation or claims, etc) _____

Estimated Cost _____