



**Office of the Clerk of the Board
Request for Public Records**

**1145 N. Azusa Canyon Road
West Covina, CA
Phone: (626) 814-9466
Fax: (626) 337-5686**

Requestor Name: _____ Request Date: _____
Agency/Company: _____ Phone No.: _____
_____ Fax No.: _____
_____ Email: _____

Description of Requested Documents:

(Written requests are strictly voluntary and are not required to be in writing.)

***** **FOR DISTRICT USE ONLY** *****

Request Received via: Walk-in Mail Telephone
 Inter-Department E-Mail Other

Forward to: District Attorney District Manager
 Human Resources Operations Department
 Finance Communications Department
 Scientific Services Technical
 Department

Approved By: _____
(If needed) District Manager or District Attorney

Date Request Received: _____ Time to Complete: _____

Assigned to: _____

Documents Provided: _____

Copy Charge: (10¢ per page) _____

NOTE TO STAFF: Return any and all requested information to the Clerk of the Board's Office for release to Customer

INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Government code Section 6250 *et. seq.*)

1. Requests for Records must be submitted to the Clerk of the Board's office at 1145 N. Azusa Canyon Road, West Covina, CA 91790. Written requests are not required. However, for documents that are not readily available, the Written Request Form assists the District in providing more efficient services. Requests will be processed in the order in which they are received. A Request for Public Records form can be faxed to you by calling (626) 814-9466. The form is also available on the District's website (www.sgvmosquito.org) Requests may be submitted by facsimile to (626) 337-5686.
2. Requests must be for Records in the possession of the District. Requests should be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes and identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. Your request will be processed as promptly as possible.
4. The District may invoke a 14 working day extension of time to determine whether we are able to comply with your request. There may be a need to:
 - a. Search for and collect the requested records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or District departments having a substantial interest in the determination of the request.
 - d. Compile data or construct a computer report to extract data.
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you to review once the records are gathered.
7. There is a charge for the direct cost of duplication of 10¢ per page. Payment must be made prior to the release of records. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 10 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made.