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## **PUBLIC RECORDS ACT REQUEST FORM**

(Government Code Section 7920.000, et seq.)

1. Requestor's Name: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Specify type of request:     inspection                       copies

6. Specify documents requested from inspection and/or copying - To assist the District in your request, please identify each requested record/document separately. Please be as focused and specific as possible. Non-specific or unfocused requests any cause response to be delayed or may prove to be burdensome and therefore the District may not be able to respond or the request may be denied. (*attach additional sheets if needed*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The cost to copy requested documents is 25¢ per page.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Requesting Party)*

### **FOR DISTRICT USE ONLY**

*District Received Stamp*

*General Counsel Received Stamp*