



GREATER VALLEJO RECREATION DISTRICT

Received Date:

Public Records Request Form

Requestor Name: _____ Date: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Phone: _____

DESCRIPTION OF RECORDS REQUESTED: Please be as specific as possible.

DATE RANGE IF REQUESTING A SERIES OF RECORDS:

I wish to: Review original documents Receive electronic copies at the email address above Obtain physical copies (a copy fee may apply)

The California Public Records Act (Government Code § 7920 *et seq.*) provides members of the public with the important ability to access records held by public agencies. This request form may be mailed, emailed, or submitted in person at the District.

Submit Completed Public Records Request via US Mail to:
Greater Vallejo Recreation District
395 Amador Street, Vallejo, CA 94590 - Attn: Public Records Request
Office Hours 8:00 a.m. to 5:00 p.m. Phone: 707-648-4600
Email: online@gvrd.org

FOR INTERNAL USE ONLY

Approval

Denial

Reason, if Denied:

District Counsel: _____

General Manager: _____

Department Head: _____

Document/response provided on (date) _____ via:

- Mail In Office Pick-up E-mail Reviewed In Office

Comments:

Staff Member(s): _____

Requests must be for records prepared, owned, used or retained by the District (Gov. Code Sec. 7920.530) and requests must be for clearly identifiable records. If necessary, District staff will assist the requesting party in making a request that describes reasonably identifiable records (Gov. Code Sec.7922.600). Copies will not be provided if disclosure is exempt under state law or would constitute an unreasonable burden on the operation of the District that interferes with staff's other public duties. Records stored by the District in electronic format will be provided in the same electronic format when requested by any person. The District is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request. The charge for copies of any specifically described and identified public records subject to disclosure is \$0.19 per page for copied documents. Paper copies generated from computer database programs are \$0.19 per page. There is no charge if the requestor elects to receive electronic copies. Requesting party will also be responsible for the cost of postage if documents are to be mailed.

You will receive a response from the District within ten (10) days.