

REQUEST FOR ACCESS TO PUBLIC RECORDS

LIVERMORE AREA RECREATION AND PARK DISTRICT

NOTE: Completion of this form is optional. Written requests are not required. Requests may be made verbally.

The California Public Records Act (the Act) was enacted to ensure public access to public records. You may request to review specific records and the District will provide this information for your review, or an explanation of why it cannot be disclosed, as soon as possible, consistent with the Act. You may also request copies of records, for which a fee may be charged.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolution and ordinance number, etc.)

Name: _____

Is this information being acquired in relation to pending or existing litigation? Yes____ No ____

How you would like to be contacted (e-mail, phone, etc.): _____

IDENTIFICATION OF DOCUMENTS	
SPECIFIC NAME/DATE OF DOCUMENT	TYPE OF DOCUMENT (i.e., resolution, ordinance, report, agreement, etc.)

Signature of Requestor: _____ Date: _____

This area for staff use only

- () Records were located and reviewed on _____, 20____
- () Records were located and copies mailed/e-mailed/given to requestor on _____, 20____
- () Charge for duplicates/postage/shipping received _____
- () Records could not be located from the information provided.
- () Other. Explanation _____

Staff Responding to Request: _____



SCHEDULE OF FEES AND CHARGES FOR COPIES OF PUBLIC RECORDS

Person requesting copies of LARPD records shall, prior to the duplication of such records, pay the costs of duplication and shipping as follows:

Duplicating/production costs

25¢ per page	8.5" x 11" or 8.5" x 14" or 11" x 14" page
25¢ per page	Computer printouts
\$5 each	Photograph reproduction
Actual cost	Copies that require special equipment or special technique
Actual cost	Electronic records which require the production of a record that is otherwise only produced at regularly scheduled intervals, or the request would require data compilation, extraction or programming to produce the record

Shipping costs

Actual postage	First class mail
Actual cost	Overnight delivery or messenger service
No charge	Documents picked up by person requesting them

Costs shall be paid by check or money order made payable to LARPD and delivered to the General Manager's Office at the District Office.

Board of Directors

Bob Coomber

Maryalice Faltings

Steve Goodman

David Hutchinson

Beth Wilson