



1875 Feather River Blvd • Oroville, CA 95965  
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Date stamp

## REQUEST FOR PUBLIC RECORDS

FRRPD will respond to requests for public records in accordance with the terms of the California Public Records Act (Government Code §6250 et. seq.).

Records may be available for supervised viewing during normal business hours at the FRRPD office per Government Code §6253(a). Copies shall be provided at a charge of 25 cents per page (*special or oversized documents may be charged at a higher rate*). There is a charge of \$3.00 for information provided on a CD. If requested, documents can be emailed at no charge (although a fee may be charged for the retrieval of the documents).

### SECTION 1 – Records Requested

I am requesting the following documents (please be specific):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I would like these documents (check one):

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Photocopied | <input type="checkbox"/> Made Available for Inspection |
| <input type="checkbox"/> Emailed     | <input type="checkbox"/> Digital CD copy               |

### SECTION 2 – Requesting Party Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR DISTRICT USE ONLY. Do not write below this line.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Administrator/Designee*

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Amt. Due: \$ \_\_\_\_\_



## **PUBLIC RECORDS POLICY AND FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS**

- **THE CALIFORNIA PUBLIC RECORDS ACT:**

The California Public Records Act (the “Act”) requires that local government agencies make certain public records available upon request (Government Code Section 6250 et seq.)

- **POLICY:**

The District will respond to requests for public records in accordance with the terms of the Act (Government Code §6250 et. seq.) Some records may be available for supervised review during normal business hours at the District office per Government Code §6253(a) upon advanced notice and written request.

- **FEES:**

<b>Public Records Request</b>	<b>Fees</b>
Copies on 8 ½ x 11(or 14) inch paper	\$0.25 per page
Copies on 11 x 17 inch paper	\$0.35 per page
C.D.	\$3.00 per C.D.
Emailed Copies	No charge

*\*Subject to change without notification*

- **SPECIAL SERVICE CHARGE INFORMATION:**

Pursuant to Government Code §6253.9 (b) the requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction or programming, copying costs may include the cost of the programming.

- **EXEMPTIONS:**

The District will provide access to all public records upon request, unless the law provides an exemption from mandatory disclosure. Examples of exempt records may include, but are not limited to; personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, and information that may be kept confidential under other state or federal laws.