

# Midway City Sanitary District

14451 Cedarwood Avenue, Westminster CA. 92683  
(714) 893-3553 • (714) 891-8624 fax • www.info@mcsandst.com

## PUBLIC RECORDS REQUEST FORM

**ATTENTION REQUESTOR:** To expedite your request for District records, please fill out this form completely, and identify specifically the type of records you are requesting. Please limit your request to three requested items per form. Additional forms or pages can be used if requesting information for more than one facility or for records not identified on this form. Requests should reasonably describe public records prepared, owned, used, or retained by the District. The District is not required by law to create a new record or list from an existing record.

### REQUESTOR INFORMATION

|                  |             |           |
|------------------|-------------|-----------|
| NAME:            | DATE:       |           |
| COMPANY:         |             |           |
| MAILING ADDRESS: |             |           |
| CITY:            | STATE:      | ZIP CODE: |
| PHONE NUMBER:    | FAX NUMBER: |           |
| EMAIL ADDRESS:   |             |           |

### REQUESTED RECORDS (3 items per form)

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|   |
|   |
| TIME PERIOD OF DOCUMENTS REQUESTED      From: |
| To:   |

**Direct cost of duplication:** \$.15 per page for paper copies (first 5 pages free) and Transfer of gathered electronic records onto CD or Diskette typically costs \$10.00 each, but costs will vary (see Instructions for Requesting Records). Midway City Sanitary District Resolution 697.

- I wish to inspect the requested records, where applicable, or receive the requested records electronically (if so maintained by the District) at no charge. I do not want copies produced at this time.
- I request that the MCSD contact me prior to copying the requested records if the cost exceeds \$20.00.
- I would like copies of the requested records and I hereby agree to reimburse the MCSD for the direct cost of duplication in accordance with Gov. Code Sec. 6253(b).

\_\_\_\_\_  
Signature of Requestor

**Note:** After a preliminary estimate, advance payment may be required.

# MIDWAY CITY SANITARY DISTRICT

## **INSTRUCTIONS FOR REQUESTING RECORDS**

**(California Public Records Act, Govt. Code Sections 6250-6276.48)**

1. In order to expedite your request, requests for records should be in writing. Requests will be processed in the order in which they are received. A Public Records Request Form can be faxed to you by calling (714) 893-3553 and following the menu options. Requests may be submitted by facsimile to (714) 891-8624, or by email to info@mcsandst.com.
2. Requests must be for records prepared, owned, used, or retained by the District (Gov. Code Sec. 6252(e)). Requests should be for clearly identifiable records. If necessary, the District will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state or federal law.
3. You will be notified by mail within ten (10) days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this agency. In most cases, your request will be completed within ten (10) days.
4. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If your request is to review records, rather than receive copies, the District will notify you once the records are gathered, and arrangements will be made for your review.
6. The charge for the direct cost of duplication is as follows: Paper Copies, \$0.15/page each over 5 pages (first 5 pages are free); Copied CD's, when records are requested in electronic format, the requestor shall bear the cost of producing a copy of the record, including the cost to construct the record and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies: (1) the District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals, or (2) the request would require data compilation, extraction, or programming to produce the record. (Gov. Code Sec. 6253.9(b)). The transfer of gathered electronic records onto CD or Diskette typically cost \$10.00 each. An invoice will accompany your records when completed.
7. For further clarification please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.)