



EL TORO WATER DISTRICT

REQUEST FOR PUBLIC RECORDS

It is the policy of the El Toro Water District to assist the public in gaining access to all public records. This form will be used to document all public records request.

This form may be completed by the public and/or the staff of the El Toro Water District. The purpose of the form is to accurately identify what records are requested and to track the timely fulfillment of the request.

The District charges \$0.10 per copy for all documents. It is the policy of the District to respond to all public record requests within 10 working days.

Please Describe the Records requested:

REQUESTOR INFORMATION:

Name _____ Address _____

City _____ State _____ Zip _____

Phone Number _____

Signature _____

FOR DISTRICT USE ONLY:

Date of Request:	Request Received By:
Date Due:	Date Requestor Notified:
Document Pick-up Date:	Total Charge:
Document Inspection Date:	Date of Payment:
Payment Received By:	