



RUNNING SPRINGS WATER DISTRICT
 A Multi-Service, Independent Special District
 31242 Hilltop Blvd * Post Office Box 2206
 Running Springs, CA 92382
 (909) 867-2766
PUBLIC RECORDS REQUEST FORM

Date: _____

I, _____, representing _____
 (Name) (Company/Self/Etc.)

hereby request certain public records pursuant to the California Public Records Act, Government Code sections 6250-6268:

PLEASE DESCRIBE THE DOCUMENT(S)/INFORMATION THAT YOU WOULD LIKE COPIES OF, INCLUDING THE APPROPRIATE DATE/TIME FRAME AS NECESSARY. ALSO, PLEASE INDICATE THE NUMBER OF COPIES. AN AGENCY HAS 10 DAYS TO DECIDE IF COPIES WILL BE PROVIDED. THE AGENCY MAY UPON WRITTEN NOTICE TO THE REQUESTERS, GIVE ITSELF AN ADDITIONAL 14 DAYS TO RESPOND.

I understand that for each page I request, I will be charged \$0.15 per copy. I agree to pay for those copies before receiving the material. I also understand that my public information request form and information may be posted on the District's website.

Signature: _____

Name: _____
 (Please Print)

Telephone: _____

Address: _____

Email Address: _____

 NOTE: Legal public records (subject to attorney-client privilege and any other applicable provisions of law) should be requested directly from the District's legal counsel: BEST BEST & KRIEGER LLP (Mike Riddell), 3390 University Ave, 5th Floor, Riverside, CA 92502 – (951) 686-1450. The District reserves the right to delete any portion of the material requested that is exempt by applicable provisions of law, but will provide the remainder of the information requested.

FOR DISTRICT USE ONLY

No. of pages @ \$0.15 per page: _____

Other Costs (e.g. maps, blueprints, DVDs, etc): _____

Total Amount Due: _____

Date Notified: _____

Actual Staff Time: _____

Staff Signature: _____