



31111 Greenspot Road
Highland, CA 92346

(909) 889-9501
eastvalleywater.gov

PUBLIC RECORDS REQUEST

If you wish to have any record held by the district produced for inspection, and/or copying, please write in the space below the name of the document(s) so requested.

Please be advised that under California Government Code §7922.535, the district has ten (10) days within receipt of your request to determine whether the record(s) you have requested is/are subject to disclosure under the Public Records Act. This period of time may be extended by the district for an additional fourteen (14) days. After the district has made its determination, you will be immediately notified. If the district determines that the documents you have requested are subject to disclosure, the records will be produced within a reasonable time thereafter. If copies are requested, you will be charged a fee calculated at twenty-five cents (\$.25) per page, or three dollars and fifty cents (\$3.50) per page for maps and/or oversize (2'x3') documents.

Information that should be included in the request

Pursuant to Government Code §7922.600, in order to make a focused and effective request, please include the following applicable information to ensure the scope of the request is narrow and clear enough for the District to determine if it has the records you are requesting:

- The subject of the record
- A clear, concise, and specific description of the record(s) being requested
- The date(s) of the record(s), or a time period for your request (e.g.: calendar year 2020)
- Any additional information that helps us identify the record(s) being requested
- Your contact information for response to your request, preferably an email address

DESCRIPTION OF THE REQUESTED DOCUMENT(S):

Print Name

Phone

Email Address

Mailing Address

Signature

Date

Preferred method of delivery (check one):

- ☐ By email at the email address above (no charge)
☐ Pickup (duplication fees apply prior to pickup)
☐ By postal mail at the address above (duplication fees and US Postage apply.)

THIS FORM SHOULD BE SUBMITTED TO THE DISTRICT:

East Valley Water District
Attention: District Clerk
31111 Greenspot Road, Highland, CA 92346

Via email: Administration@eastvalleywater.gov