



Request for Access to Public Records

Pleasant Hill Recreation & Park District

Note: Completion of this form is optional. Written requests are not required. Requests may be made verbally. The California Public Records Act (the Act) was enacted to ensure public access to public records. You may request to review specific records and the District will provide this information for your review, or an explanation of why it cannot be disclosed, as soon as possible, consistent with the Act. You may also request copies of records, for which a fee may be charged.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolutions and ordinance number, etc.).

Name: _____

Is this information being acquired in relation to pending or existing litigation? Yes ____ No ____

How you would like to be contacted (email, phone, etc.), please include: _____

IDENTIFICATION OF DOCUMENTS	
Specific Name/Date of Document	Type of Document (i.e., resolution, ordinance, report, agreement, etc.)

Signature of Requestor: _____ Date: _____

This area for staff use only

- ___ Records were located and reviewed on _____, 20__
- ___ Records were located and copies mailed/e-mailed/given to requestor on _____, 20__
- ___ Charge for duplicates/postage/shipping received _____
- ___ Records could not be located from the information provided.
- ___ Other. Explanation _____
