Aromas Water District

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email <u>admin@aromaswaterdistrict.org</u> or <u>aromaswd@aol.com</u> <u>aromaswaterdistrict.org</u>

REQUEST FOR PUBLIC RECORDS

In accordance with the District's Guidelines for Access to Public Records, Aromas Water District staff will respond to public records requests from the public as soon as is practicable, given their other responsibilities. Staff will make every effort to accommodate your request in a timely manner, however no time frame can be guaranteed as to when records will be ready for inspection or copying. The request must be focused and specific so that AWD staff can clearly identify your needs. You will be notified within ten (10) business days of receipt of your request with an estimate of when your documents will be available.

The direct cost for copies is 25 cents per page when you reproduce documents at time of inspection. Charges for copies must be paid before they leave the District Office. Scanning is not available for this purpose.

This form may be faxed, mailed or emailed to the district office.

Date of Request// Date Needed//
NameOrganization (if applicable)
Mailing address
Phone () Email
Description of information or records needed:

Minutes, agendas, and other documents are available on our website: aromaswaterdistrict.org