

# Midway City Sanitary District

14451 Cedarwood Street, Westminster CA. 92683  
(714) 893-3553 • pra@midwaycitysanitaryca.gov

## PUBLIC RECORDS REQUEST FORM

**PUBLIC RECORDS REQUESTOR:** This form may be used to submit a request for public records under the California Public Records Act (Gov. Code § 7920.000 et seq.). Use of this form is **optional**. Public records requests may be submitted orally, by email, or by mail. Written requests are preferred to assist the District in identifying responsive records. Requests must reasonably describe identifiable public records prepared, owned, used, or retained by the District. The District is not required to create new records in response to a request.

### REQUESTOR INFORMATION (Optional)

NAME:
EMAIL:
PHONE:
DATE:
ADDRESS (only if mailed copies needed):

### DESCRIPTION OF REQUESTED RECORDS

Please describe the records requested as specifically as possible, including subject matter and date range if known.

<b>DATE RANGE (if applicable)</b> From: _____ To: _____

### PREFERRED METHODS OF ACCESS

- Inspect records in person
- Receive records electronically (if available)
- Receive paper copies (duplication fees may apply)

### FEES

There is no charge to inspect public records or to receive records electronically when no data compilation, extraction, or programming is required. The District may charge the direct cost of duplication for paper copies, currently \$0.15 per page after the first five pages. For electronic records, the District may charge only as permitted by law for data compilation, extraction, or programming when required (Gov. Code § 7922.575). The District will notify the requester of any anticipated charges before copies are produced.

\_\_\_\_\_  
Signature of Requestor (Optional)

# MIDWAY CITY SANITARY DISTRICT

## INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS

*(California Public Records Act – Gov. Code § 7920.000 et seq.)*

The following instructions are provided to assist members of the public in submitting requests for public records to the Midway City Sanitary District under the California Public Records Act (CPRA).

### 1. **How to Submit a Request**

- Requests may be submitted by email, mail, in person, or by using the District's Public Records Request Form.
- Requests should describe the records sought as specifically as possible.

### 2. **District Assistance**

- If a request is unclear or overly broad, the District will assist the requester in identifying records that may be responsive.

### 3. **Response Time**

- Within 10 days of receiving a request, the District will notify the requester whether responsive records exist and whether they will be disclosed.
- When permitted by law, the District may extend this period by up to 14 additional days.

### 4. **Inspection and Copies**

- Public records may be inspected during regular business hours at a mutually convenient time.
- Electronic records will be provided electronically when reasonably available.

### 5. **Fees**

- There is no charge to inspect records.
- The District may charge the direct cost of duplication for paper copies and other costs authorized by law.

### 6. **Exempt Records**

- Some records may be withheld or redacted as permitted by state or federal law.

For questions regarding public records requests, contact:

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Westminster, CA 92683

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