

Mokelumne Hill Fire Protection District

Request for Public Record Review

Requestor's Name _____

Address _____

Number Street City State ZIP

Telephone number _____ Email address _____

RESPONSIBILITY STATEMENT

I have read and I understand the Public Records Review Guidelines on the back of this page and agree to abide by them.

PRINT NAME

SIGNATURE

DATE

Document Date	Describe the public document(s) you wish to review or have copied	Photocopy (X)	Electronic copy (X)

Date received _____ # of photocopies requested _____

photocopies @ \$0.25 per page = \$ _____ # scanned pages _____

scanned pages >15 @ \$0.25 = _____ TOTAL FEES \$ _____

PUBLIC RECORDS REVIEW GUIDELINES

Please sign this request on the reverse side stating that you have read and agree to these guidelines, before submitting it.

Any person may request access to public records, except for privileged legal information or other protected information, by written request. A request must describe an identifiable record or information to be produced, and may not be unreasonably broad. Requests will be fulfilled as soon as possible, depending on staff availability.

An appointment to review document must be made at least 14 days in advance due to limited staff availability. Please call the Fire Station at (209) 286-1389 to set up an appointment.

Due to limited staff availability only a limited number of documents may be review at any one time. Additional documents may be requested at another date.

Please note the following:

- All records are the property of the District and may not be altered in any way, including folding, marking or highlighting. Damaging or altering District records is an offense punishable by law.
- No records may be removed from the Fire Station.
- Paper photocopies will be provided if requested. A fee of \$0.25 per page will be charged and collected at the time the copies are made, plus postage fees if the documents are to be mailed.
- Electronic copies are available and are preferred. No charge is made for up to fifteen scanned pages. A fee of \$0.25 per page for requests in excess of fifteen scanned pages will be charged to cover staff time, payable at the time of the request.
- For large requests a bonded copying company may be contracted for by the person making the request. The bonding company must then make an appointment, specifying the records requested for copying and the date desired for the appointment.

In the event that the requestor determines that a records review is not necessary, please contact the District as soon as possible. This will save limited staff time and allow the District to operate as efficiently as possible.

Thank you for your consideration.