



Public Records Request

Welcome to Las Gallinas Valley Sanitary District.

To assist us in locating the document(s) you are requesting, please provide as much of the following information as possible:

Document(s) name(s) or function(s): _____

Date(s) or date range(s): _____

Additional information (i.e. Agenda item number(s), resolution(s) or ordinance(s) number(s), etc.

If we are unable to locate the document(s) while you wait and need to transmit the information to you, or if we need more information to narrow our search, we will contact you. How do you prefer we reach you?

Name: _____

Phone number: _____

Fax: _____

E-mail address: _____

Requests for documents will be accommodated with consideration to workload priorities and available staff. Pursuant to the Public Records Act, within 10 days after you have requested public records, the District must respond to your request by stating whether the records you have requested are public records subject to disclosure and, if so, when the records will be made available for examination and copying. The District may charge a fee for photocopying, duplication, and processing of electronic records.