

# ***PAJARO/SUNNY MESA***

COMMUNITY SERVICES DISTRICT

136 San Juan Road Royal Oaks, CA 95076

(831) 722-1389 • (831) 663-2181 • Fax (831) 722-2137

## **INFORMATION REQUEST**

The party requesting the records which is being disclosed pursuant to this Public Records Act request understands and agrees that the Pajaro/Sunny Mesa Community Services District, its officers, employees, and/or agents, are not responsible, nor liable for any damage or claims whatsoever which may result to the requesting party, its agent or assigns, due to errors, omissions, or misinformation on the part of the reporting parties. In addition, the party requesting information pursuant to the Public Record Act understands and agrees that the District is not required to create new records which do not exist in the ordinary course of business of the Office of the Pajaro/Sunny Mesa Community Services District, in order to respond to a Public Records Act request.

Pursuant to the California Public Records Act, I am requesting the following information (please be specific, for example, information regarding area locations may require you to provide section, township and range).

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Check Preference:            Format Requested \_\_\_\_\_ Hard Copy \_\_\_\_\_ Disk \_\_\_\_\_  
(The District will make a reasonable effort to provide the information in the format requested, however, it is not obligated to do so.)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Charges are \$.25 per paper copy and \$1.00 per disk

Approved by: \_\_\_\_\_

Total Charges: \_\_\_\_\_

**Completed request may be faxed to (831) 722-2137**