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**Public Records Request Form**

1965 Placentia Avenue, Costa Mesa, CA 92627

Phone (949) 631-1205 | Fax (949) 574-1036

* This form is to be used for all requests for records which are made pursuant to the California Public Records Act; however, use of this form by the requestor is voluntary. If an alternate method is used, this form will be completed by the employee responding to the request and the original request (if applicable) will be attached.
* Please submit this form to the attention of the District Secretary either by mail 1965 Placentia Avenue, Costa Mesa, CA, 92627; e-mail [recordsrequests@mesawater.org](mailto:recordsrequests@mesawater.org); phone (949) 631-1205; or fax (949) 574-1036.
* Records will only be provided or mailed to the requester when applicable fees, if any, have been paid. Fees are outlined in Mesa Water’s current Board resolution on Miscellaneous Fees and Charges.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requestor Contact Information** | | | | | | | | | | | |
| Name |  | | Phone Number | | | |  | | | |
| Company |  | | Fax Number | | | |  | | | |
| Address |  | | | | | | | | | |
| E-mail |  | |
| Preferred Method of Contact (✓check one) | | Phone | | Fax | | E-mail | | | Mail | |
| **Description of Record(s)** (e.g., subject, record title, etc.) | | | | | | | | | |
|  | | | | | **Date from** | | | **Date to** | | |
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**Please indicate how you want to receive the records.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Review in Person | | | Paper Copies (*fee)* | | Scanned Copies (*fee)* | | Electronic *(no fee, if available)* | |
|  |  |  | ✓check one below | | | ✓check one below | | |
|  |  |  | Pick-up | Mail (USPS) | | E-mail (*if feasible*) | | CD/DVD (*fee)* |

*For District’s Use Only*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Approved Denied | | | | Comments and/or reason, if denied. | | | | | |
|  | |  | | | |
| *District Secretary’s Signature Date* | | | |
| Request Received |  |  | |
| Response Due |  |  | | | | |  |  |  |
| Requestor Notified |  |  |  | Request Completed | | |  |  |  |
|  |  | | Initials | |  | |  |  | Initials |