



1965 Placentia Avenue, Costa Mesa, CA 92627
 Phone (949) 631-1205 | Fax (949) 574-1036

Public Records Request Form

- This form may be used for requests for records which are made pursuant to the California Public Records Act. The use of this form by the requestor is voluntary, however doing so helps us gather necessary information about your request.
- Please submit this form to the attention of the District Secretary either by: mail (or in person) 1965 Placentia Avenue, Costa Mesa, CA, 92627; e-mail recordsrequests@mesawater.org; phone (949) 631-1205; or fax (949) 574-1036. Office Hours: Monday-Thursday 7:30 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.
- 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

Please indicate how you want to receive the records.

<input type="checkbox"/> Inspect Records in Person	<input type="checkbox"/> Paper Copies <i>(fee)</i>	<input type="checkbox"/> Scanned Copies <i>(fee)</i>	<input type="checkbox"/> Electronic <i>(no fee, if available)</i>
	✓ check one below	✓ check one below	
	<input type="checkbox"/> Pick-up <input type="checkbox"/> Mail (USPS)	<input type="checkbox"/> E-mail <i>(if feasible)</i> <input type="checkbox"/> CD/DVD <i>(fee)</i>	

For Mesa Water's Use Only

<input type="checkbox"/> Request Denied (i.e., exempt from public disclosure, records do not exist, other)	Comments _____ _____ _____
	<p><i>If the request is received after business hours or on a weekend or holiday, the next business day may be considered the date of receipt.</i></p> <p><i>The 10-day Initial Response period starts with the first calendar day after the date of receipt. If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request.</i></p> <p><i>Up to 14 days.</i></p>
Date of Receipt: _____	Records Promised on (if applicable): _____
Deadline for Initial Response: _____	
Initial Response Extended to: _____	
Responded to Requestor on: _____	