



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; 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

Please indicate how you want to receive the records.

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

For District's Use Only

Approved Denied

Comments and/or reason, if denied.

District Secretary or Designee's Signature *Date*

Date Received _____

Date Response Due _____

Date Responded _____ Date Request Completed _____

Initials _____ Initials _____