



Western Riverside County Regional Conservation Authority
3403 Tenth Street, Suite 320, Riverside, California 92501 • P.O. Box 1667, Riverside, California 92502-1605

PUBLIC RECORDS REQUEST FORM

In accordance with the California Public Records Act (Government Code §§ 6250), I request the following:

- Check one: Inspect the following public record(s)
- Receive copy(s) of the following public record(s)

Describe below, in detail, the public record(s) that you are seeking or wishing copy(s) of:

I understand that the RCA will respond to all Public Records Act requests in compliance with State Law. For copies of the above-listed public record(s), I understand that the following fees schedule will apply:

Description	Price
Copy Price Page – Standard Letter Size (8 ½ “ x 11”)	\$0.50 First Page; \$0.10 Each Page Thereafter
Copy Price – Legal Size (8 ½” x 14”)	\$0.25 Per Page
Color Copies	\$0.50 Per Page
Copy Charges for oversized documents that must be outsourced for duplication/reproduction	Actual Cost
Price for Public Records in electronic format, including video and/or audio tapes of Board Meetings, when requested in electronic format, shall be calculated by the Executive Director in accordance with Government Code Section 6253.9, as it may be amended from time to time.	Per Government Code Section 6253.9

I also understand that payment of fees is required in advance of delivery of any requested records. If more than fifty (50) pages are requested, the RCA may require a deposit before making copies.

NAME/SIGNATURE OF REQUESTOR: _____ DATE: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____