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PUBLIC RECORDS REQUEST FORM

Please complete the following information in order to process your request for public records.

Date: _____

Name/Requestor: _____ Company/Organization: _____

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PROJECT NAME: _____ **PROJECT NUMBER:** FM _____

Please describe the records you are seeking below and specify if you would like to inspect the documents in person or obtain a copy of the listed documents. Please be as specific as possible and include the type of records, the date(s) or date range for the records, if possible, and other identifying information.

Inspect OR **Copy**

IMPORTANT INFORMATION

The California Public Records Act (Act), Government Code 6250-6276.48 and/or Labor Code 1776, requires a public agency to make existing disclosable public records available for inspection and/or copying. The University has established a \$0.25/page copy fee for each page copied by the University and furnished to the requestor. Statutory fees may apply to certain types of records. A Requestor will be notified by the University within ten days of the receipt of a request whether the University has disclosable public records, and the associated fee for copies of the requested documents. In some instances, the time may be extended by written notice if additional time is required to search for and collect the requested information. For large amounts of documents in a single request, the University may require a deposit before making copies. Additionally, the Act does not require the University to create records or compile or create lists that do not already exist to satisfy a request for records.