

**WINTERS CEMETERY DISTRICT
REQUEST FOR PUBLIC RECORDS**

Upon receipt of a request for District records, the District shall determine within **10** working days if the records are public and available within the District's records system, and notify the citizen of such determination. (See California Government Code Sections 6250-6265 for full text of the California Public Records Act.)

<u>Document Description</u>	<u>Date</u>	<u>No. Copies</u>	<u>No. Pages</u>	<u>Charge</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

I/We agree to pay the Winters Cemetery District \$0.10 per page to cover the cost of duplication.

Name/Organization Making Request: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

FOR OFFICE USE

Date/Time of Request: _____ Date Due: _____

Request Received By: _____

(Sign and give copy to citizen: Give to Manager for processing)

RECEIPT OF DOCUMENTS

Date Requestor Notified: _____ Documents Pick-up Date: _____

Documents Received By: _____

(Signature of Requestor)