



## Request for Public Records

Upon receipt of a request for Cordova Recreation & Park District (CRPD) records, CRPD shall determine within ten (10) days if the records are accessible and within CRPD's records system and notify the requestor of such determination (Government Code Section 6250-6261).

All requests for public records must be submitted to the Board Clerk Office at 11070 White Rock Road, Suite 130, Rancho Cordova, CA 95670 or [communications@cordovarpd.gov](mailto:communications@cordovarpd.gov). If you have any questions, please contact us at 916-842-3300 or [communications@cordovarpd.gov](mailto:communications@cordovarpd.gov).

A FEE MAY BE CHARGED FOR COPIES OF ANY TYPE.

### Person Requesting Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Information Requesting

I would like to (check one):

- Inspect the following documents
- Obtain a copy of the following documents (\$0.10/page unless otherwise specified by law)

Describe documents:

### *For Office Use Only*

Date Received Request: \_\_\_\_\_ Dept. Forwarded To: \_\_\_\_\_

Dept. Deadline for Record Production: \_\_\_\_\_

Request Completed by (name/title): \_\_\_\_\_

Time Spent: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Extension Requested: \_\_\_\_\_ Copy Fee: \_\_\_\_\_