



**Cordova Recreation
and Park District**

Board Clerk Office
2729 Prospect Park Dr, Suite 230
Rancho Cordova, CA 95670
Phone: 916-842-3300
www.crpd.com

For Official Use Only

Date request received by CRPD

REQUEST FOR PUBLIC RECORDS

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

A FEE MAY BE CHARGED FOR COPIES OF ANY TYPE.

District Clerk

Date to Dept:
Dept. forwarded to:

Department

Deadline for records production:

Request Completed by

Staff Name:
Title:
Time Spent:
Date Completed:
Extension Requested:
Copy fee:

Person requesting information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

I would like to (check one) Inspect the following documents: Obtain a copy of (\$.10/page unless otherwise specified by law)