



West Basin Municipal Water District Public Records Request Form

Request Date:	
Name of Requester:	
Affiliation:	
Mailing Address:	
Email:	
Telephone Number:	

I wish to request the following public records pursuant to Government Code Section 7922.535 (a) of the California Public Records Act:

Title/Document Name:						
Document Description:						
Date of Document:						
Deliver by:	Email	<input type="checkbox"/>	Mail	<input type="checkbox"/>	Will pick up	<input type="checkbox"/>

The District has ten (10) days to determine whether it is in the possession of any non-exempt records responsive to this request and to provide an estimated date and time by which the records will be made available.

There may be a charge assessed in accordance with West Basin's Administrative Code, adopted January 2023. The cost of copies is \$0.50 per page. Blueprint copy is \$3.00 for the first page and \$1.50 for each additional page. An additional fee of \$2.00 is required for certified copy.

Please send completed form via email or mail to:

**West Basin Municipal Water District 17140
Avalon Boulevard
Carson, CA 90746-1296
Attn: Records Management
Email: recordsmanagement@westbasin.org**

West Basin Use Only	
Date completed:	Cost:
Completed by:	