



REQUEST FOR PUBLIC RECORDS

Requests for public records inspection and/or copying, which require staff time of ten (10) minutes or longer, will require a written request to be submitted. Requests must be approved by the Executive Officer before work on the request begins.

If copies are required, LAFCo staff have up to 10 days from the approval date to provide the copies or at the earliest opportunity allowed by the current workload of the LAFCo staff. Payment must be made before receiving copies. Checks are the only form of payment acceptable.

The following charges apply:

Copies - **\$2.00** for the first page and **\$0.20** each page thereafter

Maps - **\$10.00** each

CDs - **\$10.00** each

\$50.00 per hour charges may be applicable per instruction by the Executive Officer

Date: _____	First Name: _____	Project #: _____
Required By: _____	Last Name: _____	APN: _____
Check One: ☐ Inspection Only ☐ Copying Only ☐ Inspection & Copying	Mailing Address: Phone: _____ Email: _____	Project Title: Project Address:

Description of request: (list each document, file, or record separately)

FOR LAFCO USE ONLY

Date: _____	Completed By: _____
Request: Approved ☐ Denied ☐	Date Completed: _____
_____ Tyler Salcido, Executive Officer	Total \$ Due: _____