



Request for Public Records

Requests for public records inspection and/or copying requiring staff time of ten (10) minutes or longer will require that a written request be submitted, and an appointment be made with the department staff. 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 department staff. Payment must be made before receiving copies. Checks are the only form of payment acceptable.

The below charges apply:

Copies - **\$2.00** for the first page and **\$.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 Requested:	NAME:	FOR LAFCO USE ONLY Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Date: _____ <div style="text-align: right;">Tyler Salcido Executive Officer</div>
Date Required:	Mailing Address:	
Check One:		
Inspection Only <input type="checkbox"/> Copying Only <input type="checkbox"/> Inspection & Copying <input type="checkbox"/>	PHONE: Email:	

Project Number: _____ APN: _____

Project Name: _____

Address or General Location: _____

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

FOR LAFCO USE ONLY

Completed BY _____	DATE COMPLETED _____	TOTAL \$ DUE _____
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