

CALIFORNIA PUBLIC RECORDS ACT (CPRA)

Per the California Public Records Act (CPRA), I hereby request reproduction of the following public records and agree to deposit the appropriate fees and charges at the time this request is made. I understand that reproduction and delivery fees shall be as follows:

| Check box for preferred metho | od: | | | | |
|---------------------------------------------|--------------|-------------------------------------------------------------------------------------------------|--|--|--|
| Reproduction charges: | | Physical paper documents: \$0.20 per page, each side. | | | |
| | | Documents via email: No Charge. | | | |
| Delivery Charges: | | Received in CLOCWD Admin. Office: No Charge. | | | |
| | | Physical paper documents and Thumb drives delivered via first class mail: USPO charges. | | | |
| | | Documents delivered via email depending on file size: No Charge | | | |
| | | \$10.00 per Thumb drive | | | |
| Computer Programming Time (for comp | lex requests | s requiring special database queries): | | | |
| | | \$75.00 per hour. (We will notify you if such programming is required to fulfill your request.) | | | |
| ALL PAYMENTS MUST BE IN C | CASH OR | CERTIFIED FUNDS | | | |
| Please provide the following information to | help proce | ess your request for public records under the CPRA. | | | |
| YOUR NAME | | PHONE NUMBER | | | |
| ORGANIZATION | | FAX NUMBER | | | |
| MAILING ADDRESS | | CITY, STATE, & ZIP | | | |
| EMAIL ADDRESS | | | | | |

RECORDS REQUESTED (please be as specific as possible. If known, include document title, subject, date, etc.):

TO SUBMIT THIS REQUEST:

| IN PERSON: | Clearlake Oaks County Water District Administration Office (M-W, 8:00 am - 3:30 pm) 12952 E. Hwy 20 Clearlake Oaks, Ca 95423 |
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| VIA MAIL: | Clearlake Oaks County Water District P.O. Box 709 Clearlake Oaks, Ca 95423 |
| VIA FAX: | (707) 998-1245 |
| VIA EMAIL: | Customerservice @clocwd.org |
| A response wi | Il be sent to you within ten days of receipt of your request by this office. QUESTIONS? Call Customer Service at (707) 998-3322 |
| | with the CA Public Records Act, the District will provide specific identifiable public records but will not research District records for s of information or analyze information which may be contained within public records. The District will not create new documents |

| tisfy a records request nor will the I | District recognize a standing reque | st. | | | | |
|----------------------------------------|-------------------------------------|-----------------------|----------------|-----------|--|--|
| | | FOR EXTERNAL USE ONLY | | | | |
| Date received: | Time: | Received By: _ | Assigned I | Ву: | | |
| Respond By: | Date completed: | I | Date released: | By: | | |
| Copy Costs: | Postage: | Thumb Drive: | Telephone: | | | |
| ESTIMATED FEES: | DEPOSI | DEPOSIT RECEIVED: | | TAL FEES: | | |