

ACWA JPIA REQUEST FOR RECORDS UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND CALIFORNIA INFORMATION PRACTICES ACT



Name (please type or print): _____

Organization: _____

Mailing Address: _____

E-mail: _____

Phone Number: _____

Records Requested: Please be as specific as possible. Because of the expansive information environment at the ACWA JPIA, we cannot accept broad requests for "all records" or similar language. Making your request specific will also enable us to locate the information as quickly as possible.

(continue on a separate sheet if necessary)

Signature of Applicant:

(signature)

(date)

GENERAL INFORMATION: • All requests must be presented to: Public Records Officer
ACWA JPIA PO Box 619082, 2100 Professional Drive, Roseville, CA 95661-9082

- While it is free to review records on site, the ACWA JPIA will charge for providing copies of public records in accordance with California law.
- Requests will be satisfied as promptly as possible, however the nature of some requests may require significant time and resources.
- Records will only be conveyed to the individual requesting the information.

Thank you for your request.