North County Recreation and Park District

Request Form for Inspection of Public Records

This form is provided to help District staff respond to records requests as promptly and efficiently as possible. Please note that you are not required to use this form; any format may be used. Please direct all requests to the General Manager. You will be notified within 10 days of the status of your request.

Date _____

Name _____

Organization (if any) _____

Mailing Address _____

Phone _____ Fax _____

Email _____

Records Being Requested (please be specific & use separate sheet if necessary):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I would like the above records (please check one):

☐ Copied (Price is.10 per page, .15 for 11x17. Large requests may require advance deposit.)
☐ If available, provided in electronic format
☐ Assembled for inspection (Someone will contact you to schedule an appointment)

_____ _____
Signature Date