## PUBLIC RECORDS REVIEW REQUEST

## Instructions

A.	District staff receiving telephone requests for records review, or copies of records to be mailed, should complete PART A.
B.	For a walk-in request, the requester should complete PART A.
C.	PART B should be completed by the person retrieving the record.
D.	District staff must file the completed form in the file from which the record was retrieved.
	PART A
1.	Name: Address:
	Occupation: Firm: E-mail: Phone:
2.	Date of this Request:
3.	Requestor wishes to review the following document title(s) or subjects(s):
4.	Approximate date(s) of documents(s):
5.	This information is requested for the purpose of:
6.	Is this information being acquired for pending or existing litigation? ( ) Yes, ( ) No
Check	PART B one of the following and fill in the necessary information.
1.	( ) Record(s) was/were located and reviewed on, 20
2.	( ) Record(s) was/were located and mailed/e-mailed to requestor on, 20
3.	( ) Record(s) could not be located from the information provided.
	( ) Other - Please explain below.

## INDIAN WELLS VALLEY WATER DISTRICT NOTICE REGARDING RECORDS REQUEST

Your request to inspect and/or obtain records of the Indian Wells Valley Water District is being:

(	)	Granted.  ( ) You may inspect and/or obtain the records at the District's headquarters on
(	)	( ) Copies enclosed. ( ) E-mailed. Denied for the reasons stated below. Temporarily denied for the reasons stated below. You will be notified within 20 days when the records will be available for inspection or whether it has been determined that the records are exempt from disclosure.
D	ated:	·
		Name
		Title
(	)	The records are exempt from disclosure pursuant to Government Code Section 6254. The Board of Directors has determined that the records are exempt from disclosure based upon the finding that the public interest served by not making the record public clearly outweighs the public interest served by the disclosure of the record. (Government code Section 6255.)
(	)	The records could not be located from the information provided.
(	)	The records are temporarily unavailable for inspection.
(	)	The appropriate District personnel are temporarily unavailable to supervise the inspection of the records.
(	)	A question exists as to the possible exemption of the record from disclosure and the matter has been referred to legal counsel for determination.
(	)	The records could not be located from the information provided.
(	)	The records are temporarily unavailable for inspection.
(	)	The appropriate District personnel are temporarily unavailable to supervise the inspection of the records.

A fee of \$.12 per standard page (8.5 x 11) will be charged for copies or e-mail, and \$.25 per larger size page (8.5 x 14, and \$.11x17). Fees for other types of reproduction (e.g., photographs, video tapes, etc.) will be based on the cost to the District.

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( )

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If you have any questions concerning your request or this notice, please do not hesitate to contact the District Office at (760) 375-5086, P.O. Box 1329, Ridgecrest, CA 93556-1329.