



# MISSION HILLS COMMUNITY SERVICES DISTRICT

1550 BURTON MESA BLVD  
LOMPOC, CA 93436  
Ph (805) 733-4366 Fax (805) 733-4188  
www.mhcsd.org

## PUBLIC RECORDS REQUEST

The California Public Records Act (the "Act") was enacted to ensure public access to public records. You may request copies of specific information or materials and the District will provide this information, or an explanation of why it cannot be disclosed, as soon as possible consistent with the Act.

When submitting your request, please be as specific as possible (i.e., provide dates of reports or actions, resolution, and ordinance numbers, etc.) Non-specific requests may incur additional charges for research time or may be rejected if the request would require an undue amount of research or compilation.

### Copy charge:

If MHCS D makes copies, \$1.50 for the first page and \$0.20 for each additional page. If a local copy service is used, a deposit will be required to cover the actual copy service cost. A refund or additional funds may apply.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

### IDENTIFICATION OF DOCUMENTS

**SPECIFIC NAME / DATE OF DOCUMENT**

**TYPE OF DOCUMENT**

(i.e., resolution, ordinance, report, agreement, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

**AREA BELOW FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

Est. Cost: \_\_\_\_\_ Amount of Deposit: \_\_\_\_\_ Refund/Additional Payment: \_\_\_\_\_

Disposition: