



For Office Use:  
Date and Receiving Department

# Public Records Act Request Form

This form is used by the Lake Arrowhead Community Services District (the District) to process requests for public records made pursuant to the California Public Records Act (Cal. Gov. Code § § 7920.000-7930.215). The District will respond in writing to your request within 10 days from receipt. Copies of records will only be released after reproduction costs have been paid (if applicable).

## Description of Records Requested

*Describe the document(s)/information you are requesting, and be as specific as possible, including the appropriate date, type, and time period covering the documents requested, if known.*

---

---

---

---

*If requesting records pertaining to an **address** or **location** in the District, please indicate the location here: (Use Street name, address, and or Assessor's Parcel Number "APN").*

---

---

---

## Please indicate how you would prefer to receive records:

*There is no fee to review records in person once they have been prepared; fees only apply for duplication of records. The District makes every attempt to use email when requested for providing records. However, due to the nature of the requested record (i.e., oversized plans) or size/volume of the responsive documents, it may not always be possible to respond via email and may be provided by file-sharing links, USB drives or CDs. You will be notified in advance if a USB drive or CD is required to provide documents and the total cost.*

Review in Office     E-mail Response     Paper Copies     Mailed (USPS)     Fax # \_\_\_\_\_

## Requestor Contact Information

*LACSD uses your information to contact you in the event of questions and to advise you when your request is completed. Please note this form is subject to disclosure under the California Public Records Request Act.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (required for response by email): \_\_\_\_\_

Mailing Address (required for response by mail): \_\_\_\_\_

## **Lake Arrowhead Community Services District Public Records**

Lake Arrowhead Community Services District (District) is responsive to the public's need for information about the District and the business of District government. It is the goal of the District to provide services in a transparent manner, which includes timely access to requested records. Most importantly, the District understands and supports the public's right to access the majority of the records created and maintained by the District during the course of normal business. District staff will assist in identifying responsive records by, as appropriate, describing relevant District records. The District has ten (10) days to respond to any request for public records; however, all requests will be filled as soon as possible. Should unusual circumstances exist, as provided in California Government Code Section 7922.580(a), the District may extend the time for a response by an additional fourteen (14) days. If an extension is warranted, the requestor will be notified.

### **What is a Record?**

Per the California Public Records Act (CA GC 7920.00-7930.215): A "public record" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the District regardless of physical form or characteristics. Records are not just printed or handwritten documents; they may be video recordings or information in a database. "Writing" means handwriting, typewriting, printing, photocopying, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation including letters, words, pictures, sounds or symbols, or any combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.

### **What Records are Exempt from Disclosure?**

*(Partial listing, for a full listing, see California Government Code Section 7921.000)*

**Attorney-Client discussions** are confidential, even if the agency is the client (§§ 7927.705, 7927.205, 7930.110).

**Preliminary drafts, notes, and memos** may be withheld only if: (1) they are "not retained...in the ordinary course of business" and (2) "the public interest in withholding clearly outweighs the public interest in disclosure."

**Utility customer** name, credit history, utility usage data, home address, or telephone number of utility customers of local agencies are exempt (§§ 7927.410).

**Records concerning agency litigation** are exempt until the claim is resolved or settled (§§ 7927.200, 7927.205).

**Records not yet in existence:** The CPRA covers only records that already exist, and an agency cannot be required to create a record, list, or compilation.

### **Fees**

Access to view public records is free. Requestors may review the requested items during regular business hours at a time and place that will not disrupt day-to-day operations in the presence of a District employee at no charge. Records may be duplicated. Duplication fees, if applicable, must be paid prior to receiving copies of records.

### **Submitting the request**

Public record requests may be submitted on the District's website at [www.lakearrowheadcsd.com](http://www.lakearrowheadcsd.com) or by fax (909) 337-3145, email at [administration@lakearrowheadcsd.com](mailto:administration@lakearrowheadcsd.com), USPS mail to LACSD, Attn: Public Records Act Request, P.O. Box 700, Lake Arrowhead, CA 92352, or in person at the District Office, 27307 Hwy. 189, Blue Jay, CA 92317.