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P.O. BOX 249 · AVILA BEACH  
CALIFORNIA 93424  
(805) 595-5400 · Fax 595-5404  
www.portsanluis.com

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## Port San Luis Harbor District Request for Public Records

### Part A

To be Completed by Requestor

The California Public Records Act (Government Code 6250. et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. Photocopies are .36¢ per page. Audio CDs of Harbor Commission meetings are \$5.00 each. No charge for electronic copies.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I request to review the following document title(s) or subject(s):

<u>Title or Subject</u>	<u>Approximate Date(s) of Document</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

\* Extra pages may be attached if more than 5 documents are being requested.

Is the information being acquired in connection with a subpoena, claim, or pending or possible legal action involving the District or other public agency or division?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

# Part B

To Be Completed by District Staff

Check where applicable and complete necessary information:

A. RECORDS LOCATED:

- 1. \_\_\_\_\_ Date Records were mailed / emailed / faxed to requestor: \_\_\_\_\_.
- 2. \_\_\_\_\_ Payment in the amount of \$\_\_\_\_\_ received for requested records.
- 3. \_\_\_\_\_ Requestor has been notified of date set for review of documents.
- 4. \_\_\_\_\_ Date the records are available for review by requestor: \_\_\_\_\_.

B. RECORDS ARE NOT LOCATED:

- 1. \_\_\_\_\_ The records could not be located from the information provided.
- 2. \_\_\_\_\_ Date requestor was notified that documents could not be located: \_\_\_\_\_.

C. OTHER OR ADDITIONAL ACTION:

- 1. \_\_\_\_\_ If any additional action, or action other than as described above, was or is to be taken, please briefly explain:

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\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
DATE