

RANCHO SIMI RECREATION AND PARK DISTRICT

**PUBLIC REQUEST FOR DOCUMENTS**

**PURSUANT TO**

**CALIFORNIA PUBLIC RECORDS ACT**

PLEASE USE THIS FORM TO REQUEST RECORDS.

The California Public Records Act allows the public access to most records of the Park District. Certain records, such as personnel records, are not disclosable. Within ten (10) days of our receipt of your request, we will either provide you with copies of the records requested or inform you that the records sought may not be disclosed and why. In unusual circumstances, this ten day period may be extended by up to fourteen (14) additional days. You will not be charged for small copy projects (up to 20 pages). All other copying will be charged at the rate of \$.25 per page, which will be collected at the time the records are made available to you.

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(5) Description of records requested and whether you desire access to them or copies of them.

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Mail or Fax to:  
Director of Administration  
Rancho Simi Recreation and Park District  
4201 Guardian Street, Simi Valley, Ca 93063  
Fax to 805-526-4497