

**APPENDIX H**

**EL DORADO LAFCO**

**LOCAL AGENCY FORMATION COMMISSION**

**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 LAFCO 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.

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

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

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

<b>IDENTIFICATION OF DOCUMENTS</b>	
<b>SPECIFIC NAME / DATE OF DOCUMENT</b>	<b>TYPE OF DOCUMENT</b> (i.e., resolution, ordinance, report, agreement, etc)

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

**THIS AREA FOR STAFF USE ONLY**

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

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

Disposition: \_\_\_\_\_