

TIBURON-BELVEDERE WASTEWATER FINANCING AUTHORITY

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ADMIN/FINANCE SPECIALIST

### Public Records Act Request Form

Name of Requestor: \_\_\_\_\_

Affiliation: \_\_\_\_\_

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

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

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

**I wish to request the following public records pursuant to the California Public Records Act** (Please attach additional sheets as necessary):

Title/Document: \_\_\_\_\_

Description: \_\_\_\_\_

Date/Year of document:  Inspect only  Request copies

If requesting copies, indicate copy amount \_\_\_\_\_  Mail copies  Will pick up copy

**Please see Administrative Fee Schedule on the following page.**

**I understand there is a charge for duplication of all materials that I request and I agree to pay for those copies before receiving the material.**

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ADMINISTRATION FEES

### PHOTOCOPYING OR PRINTING\*:

BLACK & WHITE – 8 1/2 X 11	\$0.25/page
BLACK & WHITE – 8 1/2 X 14	\$0.25/page
BLACK & WHITE – 11 X 17	\$0.50/page
BLACK & WHITE – LARGE FORMAT	Cost from outside vendor
COLOR – 8 1/2 X 11	\$1.25/page
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DUPLICATION OF CD / DVD	CD COSTS
RETURNED CHECKS	\$35
STAFF TIME**	Staff's hourly rate

\* Duplex copies are charged at twice the rate of single-sided copies

\*\* Staff time for completing copy jobs may be charged in certain circumstances