

Lake Don Pedro Community Services District  
9751 Merced Falls Rd  
La Grange, CA 95329

**PUBLIC RECORDS REQUEST FORM**

**Section I – Records Requested**

*(Please list each document, file or record separately: use Page 2 of this form for additional request information)*

I wish to:  Review

Obtain copies of the following public records: Hard copies  Electronic copies

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Section II- Requesting Party Information**

*I/ We the undersigned request documents as indicated above and agree to pay the Lake Don Pedro CSD at the rate of \$.10 for the first page and \$.25 additional pages requested hard copies at the time of receipt by me or my representative.*

Name of Individual making request: \_\_\_\_\_

Business Name / Organization: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below this Line – For LDPCSD Use Only**

Date Response Due: \_\_\_\_\_ Date Response Mailed: \_\_\_\_\_

Action Taken on Request: \_\_\_\_\_

Administrative office Hours: 7:30 a.m. to 2:30 p.m. Mon, Tues, Thurs, Fri – Close Wed  
9751 Merced Falls Rd. La Grange, CA 95329 – Telephone (209) 852-2331 – Fax (209) 852-2268 –  
[www.ldpcsd.org](http://www.ldpcsd.org)

*Please use this page to provide any additional information to assist the Lake Don Pedro CSD in providing your request.*