

## Monterey Regional Waste Management District Public Records Request Form

According to the Public Records Act, the Monterey Regional Waste Management District (District) Public Records are open to inspection at all times during regular office hours and every person has a right to inspect and/or be provided a copy of any identifiable public record. If not immediately available, the District has ten (10) days to determine whether the records are disclosable, and notify the requester of the determination, and the estimated date and time when the records will be made available. Please fill out the form and email to Executive Assistant/Clerk of Board Becky Aguilar at [baguilar@mrwmd.org](mailto:baguilar@mrwmd.org) or via fax at 831-384-3567.

**Date of Request:** \_\_\_\_\_ **Information Requested:** \_\_\_\_\_

**Description of Record(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This request is for:**    **COPIES TO BE MADE**       **DOCUMENT INSPECTION ONLY**

**Name of Requester:** \_\_\_\_\_

**Address (Street, City, State, Zip):** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS (IF ANY):** \_\_\_\_\_

\_\_\_\_\_

**Staff member receiving request:** \_\_\_\_\_

**Request fill date:** \_\_\_\_\_

**FEE DUE (if any):** \_\_\_\_\_

Item	Fee	Item	Fee
Public Records Black/White	\$0.10/page	Agenda Only	\$10/annually
Public Records Colored (if available)	\$0.15/page	CD Duplication	\$5.00/each
Full Agenda Packets	\$120/annually	Audio Tapes	\$3.00/each