

REQUEST FOR PUBLIC RECORDS

Upon receipt of a request for Westborough Water District (WWD) records, the District shall determine within ten (10) days if responsive records are available and notify the requestor of such determination (Government Code Section 6250 et seq.).

A fee will be charged for any reproduction of a record based on actual District cost.

This document has form fields that can be filled out before printing.

REQUESTOR:

Name: _____

Address: _____

City: _____ ZIP Code: _____

Email Address: _____

Telephone #: _____ Date of Request: _____

DESCRIBE THE SPECIFIC PUBLIC RECORDS REQUESTED:

FOR OFFICIAL USE ONLY

Date of Request: _____ Date Due: _____

Date Requestor Notified: _____ No. of Copies _____

Copy Fee: _____ Total Charges: _____