



Camrosa Water District Public Records Request Procedure

You may request records by completing the form and submitting it by mail, email or in person to:

Public Records Officer
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012
customerservice@camrosa.com

The District will respond to your request in a diligent manner. However, the nature of some requests requires significant time and resources, therefore, a complete response may take some time. To expedite your request please do the following:

1. **Please be as specific as possible.**
 - a. Because of the expansive information environment at Camrosa, making your request specific will enable us to locate the information as quickly as possible.
2. **Be sure that your writing is legible, especially your name and contact information.**
3. **Be sure to include a return address or other contact information.**



Request for Records from Camrosa Water District
Under the California Public Records Act
and California Information Practices Act

Name (please type or print): _____

Organization: _____

Mailing Address: _____

E-mail: _____

Phone Number: _____

Records Requested: Because of the expansive information environment at Camrosa, making your request specific will enable us to locate the information as quickly as possible.

(continue on a separate sheet if necessary)

Signature of Applicant:

(signature)

(date)

General Information:

- All requests must be presented to: Public Records Officer, Camrosa Water District, 7385 Santa Rosa Road, or email customerservice@camrosa.com.
- While it is free to review records on site, Camrosa will charge for providing copies of public records in accordance with California law.
- Requests will be satisfied as promptly as possible, however the nature of some requests may require significant time and resources.
- Records will only be conveyed to the individual requesting the information.

Thank you for your request.