



Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, California 93446

(805) 227-6230 • fax 227-6231

Date: _____

Heritage Ranch Community Services District Requested For Public Records

Part A To Be Completed By Requestor

Name: _____

Address: _____

Telephone Numbers:

Home: _____

Work: _____

I request to review the following document title (s) or subject (s):

Title or Subject	Approximate Date (s) of Document
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

Extra pages may be attached if more than 5 documents are being requested.

Is this information being acquired in connection with a subpoena, claim, or pending possible legal action involving the District or other public agency or division?

YES _____

NO _____

Yes, Please Explain: _____

PART B
To Be Completed By District Staff

Check where applicable and fill in the necessary information:

A. Records Located.

1. _____ Date records were located: _____
2. _____ Requestor has been notified of date set for review of documents.
3. _____ Date the records are available for review by Requestor; _____

B. Records are not located.

1. _____ The records could not be located from the information provided.
2. _____ Date requestor was notified that documents could not be located; _____

C. Other or additional action.

1. _____ If any additional action or action other than as described above was or is to be taken, please explain briefly.

Name

Position

Date