



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130

GUIDELINES FOR PUBLIC RECORDS REQUEST **(California Public Records Act, Govt. Code Sections 6250-6276.48)**

1. In order to expedite your request, requests for records should be in writing. Requests will be processed in the order in which they are received. A Public Records Request Form can be requested by calling (707) 923-9566 or downloaded from our website: www.garbervillesd.org. Requests may be submitted by mail: to the address above, faxed to (707) 923-3130, or by email to admin@garbervillesd.org.
2. Requests must be for records prepared, owned, used, or retained by the District (Gov. Code Sec. 6252(e)). Requests should be for clearly identifiable records. Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt in accordance with state law.
3. You will be notified by mail within ten (10) days whether your request seeks copies of disclosable public records prepared, owned, used, or retained by this agency. In most cases, your request will be completed within 14 days.
4. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If the records you requested have been marked confidential by the source of the record, you will be notified.
6. If your request is to review records, rather than receive copies, the District will notify you once the records are gathered, and arrangements will be made for your review at the District Office 919 Redwood Dr. Garberville CA 95542. Office hours: Monday – Thursday 8:00 am to 4:00 pm
7. The charge for the direct cost of duplication is as follows: Paper Copies \$0.10 per page and \$1.25 per page for Color Copies. Large Format Maps and 11x17 Sheets will be based upon the actual cost to produce the copies. Binding of copies is an additional fee. If the requested documents are in electronic format and can be sent by emailed there will be no charge.

If you have questions pertaining to the submittal of a Public Records Request Form, you may contact the District at: **(707) 923-9566, Fax: (707)923-3130. Monday - Thursday, 8:00 am to 4:00 pm. Or email: admin@garbervillesd.org**