



RESORT IMPROVEMENT DISTRICT NO. 1
SHELTER COVE – HUMBOLDT COUNTY – CA
9126 Shelter Cove Road, Whitethorn CA 95589-9079
707-986-7447, Fax: 707-986-7435
info@sheltercove-ca.gov, www.sheltercove-ca.gov

Office hours: Monday to Friday 8:00 am to 12:00 and 1:00 p.m. to 4:00 p.m.

Request Form for Inspection of Public Records

(California Public Records Act, Government Code Sections 6250-6272.48)

This form is provided to help District staff respond to records requests as promptly and efficiently as possible. Please note that you are not required to use this form; any format may be used. Please direct all requests to the General Manager. You will be notified within 10 days of the status of your request. Please limit your request to three requested items per form. Requests should reasonably describe records prepared, used, owned, or retained by the District.

Public Records Requestor Information:

Name _____

Organization (if any) _____

Mailing Address _____

Phone _____ Fax _____

Email _____

Records Being Requested (please be specific, limit of 3 items per form):

I would like the above records (please check one):

- Copied (Price is 10 cents per black and white 8 1/2 x 11 page. Large requests may require advance deposit and charge will be based on actual cost to produce copies.)
- If available, provided in electronic format
- Assembled for inspection (Someone will contact you to schedule an appointment)

Signature

Date



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GUIDELINES FOR PUBLIC RECORDS REQUESTS

1. In order to expedite your request, requests should be in writing and be sent to the above address. Requests will be processed in the order in which they are received. A Public Records Request Form can be obtained from the District office, be downloaded from the District website, by email, fax or by calling (707) 986-7447.
2. Requests must be for records prepared, owned, used, or retained by the District per Gov. Code §6252(e). Copies will not be provided if disclosure would infringe upon a copyright, trade secret, or is otherwise exempt by state law. You will be notified within 10 days whether your request can be fulfilled and an approximate timeframe for completion.
3. If the request is voluminous, you will be notified of the approximate cost and length of time it will take to produce.
4. If your request is to review records, the District will notify you once the records have been gathered and arrangement will be made for reviewing the records at the District office during regular business hours.
5. The charge for the cost of duplication is as follows:
Paper copies \$0.10 per 8 ½ x 11 page, any additional processing such as binding and larger paper size requests will be based on actual cost.
6. Email requests are free of charge.