



900 Fifth Avenue, Suite 100  
San Rafael, CA 94901  
415.446.4428  
maringsa.com

**PUBLIC INFORMATION REQUEST**

In accordance with the California Public Records Act ("Act"), Govt. Code § 6250 et. seq., the Marin General Services Authority (MGSA) provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, MGSA has (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the Agency's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the Agency determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. Request for copies of identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. The Agency's copying cost is \$0.25 per page. Please submit a check or money order made payable to MGSA. Alternatively, records may be emailed to the requestor in a .PDF format or desired format if available at no cost. Under Govt. Code § 6253(e) local agencies are under no obligation to create records that do not already exist at the time of the request.

PLEASE PRINT NEATLY. Attach additional sheets if necessary.

REQUESTOR NAME:	
COMPLETE MAILING ADDRESS:	
PHONE:	
EMAIL:	

PREFERRED METHOD OF RECEIVING DISCLOSABLE DOCUMENTS: <i>(ensure that information for preferred method is completed above)</i>
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone

DESCRIPTION OF RECORD(s) OR DOCUMENT(s) REQUESTED: Please be as specific and detailed as possible to enable staff to identify the documents requested. (You may attach additional sheets):


I agree to pay for all applicable fees and charges for copies of records I have requested.

(Signature)

(Date)

RETURN COMPLETED PUBLIC RECORDS ACT REQUEST FORM TO THE EXECUTIVE DIRECTOR.