



**MONTEREY COUNTY WATER RESOURCES
AGENCY** 1441 Schilling Place, Salinas, CA 93901
PO Box 930, Salinas, CA 93902
Phone: 831-755-4860
FAX: 831-424-7935

PUBLIC RECORDS REQUEST FORM

REQUESTOR INFORMATION (PLEASE PRINT OR TYPE):

REQUESTOR NAME: _____ DATE: _____

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

PHONE: _____ CELL: _____

E-MAIL: _____

DESCRIPTION OF RECORDS REQUESTED: (If known, the following information will help to fulfill the request)

Assessor's Parcel Number(s) _____

Property Address: _____

Other Information: _____

Time Period for Records: Beginning date __/__/__ Ending Date: __/__/__

Description: _____

Guidelines

1. Information is available in the Monterey County Water Resources Agency office during regular business hours—Monday through Friday, 8:00 a.m.—4:30 p.m. Many frequently requested documents are also available for viewing/printing via the Agency's website (www.mcwra.co.monterey.ca.us), including MCWRA Agendas and Meeting Minutes.
2. Requests must be for records in the possession of Monterey County Water Resources Agency. Requests should be focused, specific and reasonably describe identifiable records to secure the best results. Requests not meeting these criteria will be returned for further clarification.
3. If your request is to review records, rather than receive copies, an appointment will be arranged for you once the records are gathered. Original Agency records must remain in the custody of the Agency in order to protect their integrity and ensure accessibility.
4. The Agency will determine, within 10 days of receipt of a request, whether it can comply with the request and will notify you of the determination and the estimated cost for the records requested. You will be contacted by mail at the address provided on this form once the information requested is available.
5. Original records may not be removed from their original file jackets, reorganized or removed from the premises under any conditions.