Greater Vallejo Recreation District

PUBLIC RECORDS REQUEST

Name: ___________________________________________ Date: ___________

Business: _________________________________________ (Name and address)

Daytime Phone: _______________________________________

Type of Document: (ex. Resolution, Minutes, Ordinance, Agreement, Contract, Deed, Agenda)

Report

Subject Matters: (ex. Parks, Archeological Reports, Playgrounds, Project Name/Location. Please be specific.)

Please note: Information requests completed on a first-come first-served basis. Requests requiring extensive research/copying will take more time. Copies are to be paid for upon receipt. Large copy requests require prepayment. Copying fees are as follows:

Fees: Document Copies: (8½ x 11) 10¢ / sheet

Bound documents up to 80 pages $10

Office use only

Prepared by: __________________________________ Number of copies: ___________

Amount due: ___________________________