



**SOUTH BAY REGIONAL
PUBLIC COMMUNICATIONS AUTHORITY**

REQUEST FOR PUBLIC RECORDS

The South Bay Regional Public Communications Authority (SBRPCA) encourages public participation in the governing process and provides reasonable accessibility to all public records, except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The SBRPCA, in accordance with Government Code Section 6256, has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer, depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record document you wish to review.

Name _____ **Phone** _____
Address _____ **Fax** _____

Record or Document Requested:

To assist the SBRPCA with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause response to be delayed or may prove to be burdensome and, therefore, the SBRPCA may not be able to respond.

For Official Use Only

PLEASE ADVISE AUTHORITY STAFF OF ANY INFORMATION YOU WOULD LIKE TO REDACT IN THE PRINTOUT AND/OR RECORDING

Department Approval: _____ Date: _____
SBRPCA: _____
Received By: _____ Date/Time: _____
Reviewed By: _____ Date/Time: _____
Released By: _____ Date/Time: _____
Released To: _____ Date/Time: _____
Comments: _____

