

## PUBLIC RECORDS REQUEST FORM

**ATTENTION REQUESTOR:** To fulfill your request for records, please fill out this form completely, and identify specifically the type of records you are requesting. Requests must reasonably describe identifiable records prepared, owned, used, or retained by the Sanitation Districts.

### REQUESTOR INFORMATION

|                      |                    |           |
|----------------------|--------------------|-----------|
| Name:                | Date:              |           |
| Company:             |                    |           |
| Mailing Address:     |                    |           |
| City:                | State:             | Zip Code: |
| Phone No:            | Fax No. (optional) |           |
| Email (recommended): |                    |           |

### REQUESTED RECORDS

Please clearly describe each requested record or document.  
Use additional copies of this form, as necessary. \*

| Time Period of Document Requested | From: | To: |
|-----------------------------------|-------|-----|
|                                   |       |     |

| Time Period of Document Requested | From: | To: |
|-----------------------------------|-------|-----|
|                                   |       |     |

| Time Period of Document Requested | From: | To: |
|-----------------------------------|-------|-----|
|                                   |       |     |

\* Requests that are not specific and focused will be returned for more information. If requested, the Sanitation Districts will assist you in making focused and effective requests for identifiable records. The Sanitation Districts will not create new documents or records in response to a request.

\_\_\_\_\_  
Signature of Requestor

Submit requests by email, mail or fax to:



**LOS ANGELES COUNTY  
SANITATION DISTRICTS**  
*Converting Waste Into Resources*

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Los Angeles County Sanitation Districts  
P.O. Box 4998  
Whittier, CA 90607-4998  
RecordsAdministrator@lacsds.org  
Fax: (562) 699-5442