



Monterey Peninsula Regional Park District  
P.O. Box 223340  
Carmel, California 93922

PUBLIC RECORDS REQUEST FORM

Please refer to Page 3 of this form for information regarding California Public Records Act requests.

**FORM IS FILLABLE ONLINE – IF COMPLETING BY HAND, PLEASE PRINT CLEARLY**

*Section I – Records Requested*

*(Please list each document, file or record separately; use Page 2 of this form for additional request information.)*

I wish to:  Review  
 Obtain copies of the following public records: Hard copies  Electronic copies

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*Section II – Requesting Party Information*

I/We the undersigned, request documents as indicated above and agree to pay the Monterey Peninsula Regional Park District at the rate of \$.10 per page for requested hard copies at the time of receipt by me or my representative.

Name of Individual making request: \_\_\_\_\_

Business Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below this Line – For MPRPD Use Only**

Date Response Due: \_\_\_\_\_ Date Response Mailed: \_\_\_\_\_

Action Taken on Request: \_\_\_\_\_

Administrative Office Hours: 8:00 a.m. to 5:00 p.m. Monday – Friday  
4860 Carmel Valley Road, Carmel, CA 93923 • Telephone (831) 372-3196 • Fax (831) 372-3197 • [www.mprpd.org](http://www.mprpd.org)

Please use this page to provide any additional information to assist the Park District in providing your request.

The California Public Records Act (Government Code Section 6250 et. seq.) provides the public with important rights to obtain access to records held by public agencies in the State. The purpose of this policy is to clarify for the public, attorneys, private investigators and insurance adjusters, the process by which the Monterey Peninsula Regional Park District (MPRPD) will respond to requests for records under the California Public Records Act.

1. All requests for public records are encouraged to be submitted in writing on the form prescribed in order to assist staff in responding efficiently to all requests, unless the request is to review an agenda or agenda report of the Board of Directors, which are available at the MPRPD Administrative Office or on the MPRPD website at [www.mprpd.org](http://www.mprpd.org).
2. The MPRPD will make every effort to respond effectively to all requests in a timely manner, but not later than the 10 day period, or extensions thereof, as provided by Government Code Section 6253.
  - a. MPRPD staff shall review the request and determine whether the request seeks identifiable records and if not, staff will assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b. MPRPD staff shall respond to the person requesting records by advising in writing of the availability of the documents, a description of the information technology and physical location in which the records exist and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, staff will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act.
  - c. If a request is made for copies of the records, MPRPD staff shall also advise the person requesting copies of the estimated costs of copying the records requested.
  - d. The person requesting the copies shall pay the per page charge for copying for all copies requested. MPRPD staff shall not make the requested copies until a deposit in the amount of the estimated costs of copying is received and shall not release the copies until the full cost of copying is paid to MPRPD.
  - e. The requester shall bear the cost of producing a copy of the records requested, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:
    - (1) In order to comply with the request, MPRPD would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.
    - (2) The request would require data compilation, extraction, or programming to produce the record.
3. In accordance with the Public Records Act, MPRPD will provide only specific identifiable records but will not research MPRPD records for particular types of information or analyze information which may be contained within public records. MPRPD will not create a new document to satisfy a records request nor will it recognize standing requests.
4. MPRPD will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.