Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

(650) 691-1200 (Administrative Office)
(650) 228-5701 (Fax)

Midpeninsula Regional Open Space District

Request for Records

SECTION I – To Be Completed by Customer

Date Requested _____

Time Requested _____

☐ Provide Print Copy

☐ View Documents Only

Name_____ Telephone _____

Address_____ FAX _____

City and State_____ ZIP Code_____

Document Description *(If possible please provide the specific subject, document number, date, parcel number, address, property owner, or agenda item, etc.)*

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The Midpeninsula Regional Open Space District is committed to providing prompt, courteous access to Public Records. All requests for documents will be reviewed within 24 hours of receipt and responded to within 10 days in compliance with the California Public Records Act.

SECTION II – Office Use Only

Your document request has been processed as follows:

☐ Requested copies are enclosed and a receipt is attached.

☐ Requested records are available; however, a written release from the Architect, Engineer of Record, copyright owner, and/or property owner is required. Our files show the following contact:

_____

_____

☐ We are unable to process this request at this time due to: _____

_____

_____

Completion Date _____ Staff Contact _____

☐ Will Call Date

Date Contacted _____ ☐ Mailed Date _____ Fees Collected $ _____