



Local Agency Formation Commission
2222 M Street
Merced, CA 95340
Phone (209) 385-7671 / Fax (209) 726-1710
www.lafcomerced.org

PUBLIC RECORDS ACT (PRA) REQUEST FORM & RECEIPT

A. REQUEST FOR INFORMATION: Please fill in all boxes completely so we can promptly accommodate and process your request for information in a timely manner.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Telephone: \_\_\_\_\_ \*Fax: \_\_\_\_\_ \*Cell: \_\_\_\_\_

RECORDS REQUESTED: Please be specific and state clearly the type of information that you are requesting. To expedite your request, please indicate the application number, document type, file name, applicant name, or other helpful information.

B. RECEIPT OF INFORMATION DATE: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Department Staff Signature: \_\_\_\_\_

Total fee for copies provided: \_\_\_\_\_

In general, all records in our possession are public records subject to disclosure through a "public records act request" in accordance with California Government Code Section 6250-6276.48. Such requests must be submitted in writing and the requested records or documents clearly defined and identified. LAFCo staff has up to 10 days (if needed) in which to comply with the request and a nominal charge (.25 cents per page) will be required for any copies that are requested. (The required 10 day notice also may be extended, if needed.)

Please be assured that your request for information is important to us and immediate access to records and documents cannot always be accommodated immediately. Requests for large volume documents, historical/archived files, or for active application files requested near a LAFCo meeting date may not be processed immediately. Extensive research or substantial photocopying may take a reasonable amount of time to process. It is advisable to make an appointment so that records or large volume files can be gathered in advance. Please contact Kimberly Zinke, LAFCo Clerk at (209) 385-7671 to schedule an appointment and arrange appropriate accommodations.

\*Required field (all contact information is optional, however, you will need to provide at least one form of contact information for us to respond to your request.)