

# *Amador Regional Sanitation Authority*

*"Servicing Amador City, Martell, & Sutter Creek"*

## **Public Record Request**

General Conditions: Requests will be processed in the order received. Identify as best you can the public record(s) you wish to receive and how you would like to receive the documents\* i.e., via email, U.S. mail, over the counter pick up.

\*There will be a cost associated with making copies

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Requested by:\_\_\_\_\_

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

Email address:\_\_\_\_\_

Phone number:\_\_\_\_\_

Mailing address:\_\_\_\_\_

**Date requested:**\_\_\_\_\_

**Date completed:**\_\_\_\_\_

Government Code Section: 6256

This section states copies of records upon request of a citizen shall be provided within 10 days unless the document is exempt by law. The public has a right to examine any public document not exempt by law upon demand during normal working hours of the city.