

STEGE SANITARY DISTRICT
7500 Schmidt Lane, El Cerrito, CA 94530
Phone: (510) 524-4667
Fax: (510) 524-4697
Email: staff@stegasan.org

REQUEST FOR PUBLIC RECORDS

Date _____

In accordance with Government Code Section §6253 of the California Public Records Act, I am requesting _____ copy(ies) of the following documents:

I understand that the District has ten (10) working days to respond to this request, unless an unusual circumstance arises, whereby additional time up to 14 days may be warranted.

Name _____

Organization _____

Address _____

Daytime Phone Number _____

STAFF USE ONLY:

Date Request Completed _____

Copy(ies) Provided: (circle one) Yes No Partial

List any requested document that is exempt from public disclosure and was not copied (i.e., personnel files, attorney/client communications, preliminary drafts, pending litigation or claims, etc.)

Estimated Cost _____

Amount of Payment _____

Refund/Additional Payment _____

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**SCHEDULE OF FEES OR DEPOSITS TO BE COLLECTED WHEN
COPY OF PUBLIC RECORD OR INFORMATION IS REQUESTED**

<u>GENERAL DOCUMENTS</u>	<u>Unit</u>	<u>Fee or Deposit Per Unit</u>
1. Copy of identifiable public record or information (set by Administrative action, currently at 10¢ per page per 8-1/2" x 11")	Each page	\$0.10
3. Large scale copies (up to 24" x 36")	Per sheet	\$3.00
4. Standard Details	Per set	\$3.00
5. Board Agendas*	Annual Fee	\$25.00

* Board Agendas are available in PDF format on the District's website: www.steges.org