

FRANKLIN COUNTY WATER DISTRICT  
2126 NORTH DRAKE AVENUE  
MERCED, CA 95348  
(209)-723-1353  
(209)-297-4238  
WWW.FCWD.MYRURALWATER.COM

## FREEDOM OF INFORMATION ACT REQUEST

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

INFORMATION REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Please be specific and state clearly the type of information that you are requesting.**

In general, all records in our possession are public record 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. The District has up to 10 days in which to comply with the request and a nominal charge 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. 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 the Billing Office at (209) 723-1353 to schedule an appointment and arrange appropriate accommodations.