



Request For Public Record

As provided for by the California Public Records Act, EBMUD offers access to its records upon receipt of a request which reasonably describes an identifiable record or information produced therefrom. Such requests are handled by the Secretary of the District, who is the Custodian of Records. To request copies of (or review) District records, please provide us detailed information. The Secretary will advise you within 10 days whether the records can be provided or an appointment can be made to review records.

Photocopies of records are made in accordance with the EBMUD fee schedule, a copy of which is available upon request. Payment is required at the time copies are provided.

List record titles, as complete as possible, or fully describe the records requested, specifying dates or other information that identifies the records.

Any subsequent requests for records not listed below may require completion of an additional request.

REQUESTOR: (Print full name)

EMAIL ADDRESS:

REPRESENTING: (Name of organization/group)

ADDRESS:

PHONE:

SIGNATURE:

DATE:

REQUEST RECEIVED BY: _____

DEPARTMENT

DIVISION

SECTION

Requests can be sent by
Mail, fax or email to:

Rischa S. Cole
Secretary of the District
375 – 11th Street, MS 806
Oakland, CA 94607
FAX: (510) 287-0555
rischa.cole@ebmud.com