



CALIFORNIA PUBLIC RECORDS ACT (CPRA) RECORDS REQUEST FORM

Per the California Public Records Act (CPRA), I hereby request reproduction of the following records and, upon the production of said records, agree to pay the appropriate fees as follows:

- Document reproduction fees:
- Paper documents – In Person – \$0.20 per page
 - Paper documents – Mail – \$0.20 per page plus actual postage
 - Electronic documents – Email – Free
 - Electronic documents – Fax – Long distance charges (if applicable)

Costs for documents that require special programming will be quoted on a case by case basis. Reports that do not exist will not be created.

Please complete the form below to request public records under the CPRA.

Your Name	Phone Number
Organization (if applicable)	Fax Number
Mailing Address	Email Address
	Signature

Records Requested (please be as detailed in your description as possible):

Document Name or Description	Document Date(s)

How would you prefer to receive your documents?

- Will review original documents – No Charge
- Please email – No Charge
- Will pick up copies at District office – Copy Charge (\$0.20 per page) = \$_____
- Please mail – Copy Charge (\$0.20 per page) \$_____ + Actual Postage \$_____ = Total Cost \$_____
- Please fax – Long Distance Charge = \$_____

Return this completed form:

Via mail or in person: 3757 Constellation Road, Lompoc CA 93436

Via Email: administration@vvcasd.org

Via fax: (805) 733-2109

For District Use Only:

Date Received: _____
Date Completed: _____
Employee Initials: _____