



Metro Cities Fire Authority

Request for Public Records

STEP 1: **COMPLETE** all fields on this form. This form facilitates and expedites the processing of your public records request. Describe identifiable records in the possession of Metro Cities Fire Authority; your request must be sufficiently focused and specific to locate the requested record (s).

STEP 2: **SUBMIT** completed form by email or in-person to Metro Cities Fire Authority, 201 S Anaheim Blvd., Suite 302, Anaheim, CA 92805; jpa@metronetfire.org.

STEP 3: **WAIT** to receive a response from Metro Cities Fire Authority. Metro Cities Fire Authority shall determine within ten days from receipt of a public records request whether the request in whole or in part, seeks copies of disclosable public records in possession of the Metro Cities Fire Authority [GC 7927.535(a)]. Please note if you are requesting the opportunity to inspect records, you will be asked to make an appointment to return to view the documents. Charges for the direct cost of duplication will apply. Documents will not be copied until payment has been received. If payment is not received within 20 days after the invoice is sent, you may be required to submit a new request.

REQUESTOR INFORMATION

Full Name: _____ Date: _____

Company Name: _____

Mailing Address: _____ City/State/Zip Code: _____

Phone Number: _____ Email: _____

DESCRIPTION OF REQUESTED RECORDS (S): Describe the specific public record(s), include the date, type, time-period, and what specific public records are being requested.

I understand that I will be contacted once the documents are identified. If I request the production of records, an estimated cost will be provided to me, and I agree that I will be requested to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect the records I will pick up the records Please email the records

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the California Public Records Act.

SIGNATURE OF REQUESTER