



Oxnard Union High School District

PUBLIC RECORDS REQUEST FORM

California Public Records Act Request

California Government Code Section 6253 stipulates that Public Agencies must respond to any request for copies of public information within ten (10) days of receipt of such a request. This can be extended an additional ten (10) days if the Public Agency indicates the reasons for the extended time, in writing, to the requester. The Oxnard Union High School District does not charge a fee for copying time, however, the charge per copy is currently 25 cents. In order to be of service to you, please complete the following:

Name of Requester: _____

Address: _____

Telephone Number/Email: _____

In order to provide you with the information you have requested in a timely and accurate manner, please indicate below the documents you would like copied. Please be as specific as possible with regard to dates, locations, and type of data desired.

Date/Time Request Received: _____

Method of Delivery? Pick up Please mail Date of Delivery: _____