

# SANBAG Inspect or Copy Public Records Form

**Purpose:** To provide documentation of requests to make available documents for inspection or reproduction.

**Instructions:** Complete this form when requesting to inspect or have public records copied.

## I. Individual Information

Please print all information.

Name	
Street Address/Box Number	
City, State, Zip Code	

## II. Record Information

Please provide as much information about the record you are requesting to ensure we make available the correct one.

<b>Type of Record Requested</b> <input type="checkbox"/> Letter <input type="checkbox"/> Map <input type="checkbox"/> Agenda item  <input type="checkbox"/> Staff report <input type="checkbox"/> Tape	<b>Date Record Created</b> At a minimum, provide month/year Month _____ Year _____	<b>Inspect or Copy</b> Do you wish to inspect or copy record? <input type="checkbox"/> Inspect <input type="checkbox"/> Copy
Record Description:		
<b>Type of Record Requested</b> <input type="checkbox"/> Letter <input type="checkbox"/> Map <input type="checkbox"/> Agenda item  <input type="checkbox"/> Staff report <input type="checkbox"/> Tape	<b>Date Record Created</b> At a minimum, provide month/year Month _____ Year _____	<b>Inspect or Copy</b> Do you wish to inspect or copy record? <input type="checkbox"/> Inspect <input type="checkbox"/> Copy
Record Description:		
I am requesting the above listed public records be provided to me for inspection or copy and agree to pay for copies requested.  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> </div>		

## III. Review/Approval

I have available for inspection or reproduction the above listed records.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Clerk of the Board</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> </div>
I recommend release of the above records for public review.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">SANBAG Legal Counsel (if required)</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> </div>
I approve release of the above listed public records.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">Executive Director/Designnee</div> <div style="width: 30%; border-top: 1px solid black; text-align: center;">Date</div> </div>