

CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY (RECYCLES MART)

PUBLIC RECORDS ACT REQUEST FORM

The California Public Records Act (Government Code 6250 et seq.) was enacted to ensure public access to public records. To facilitate your Public Records Act request, you may use the form below. This form will enable RecycleSmart staff to accurately and efficiently fill your request. You may email this form to authority@recyclesmart.org

Please identify to the best of your knowledge the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by RecycleSmart.

Name: _____ Date of Request: _____

Phone: _____ Email Address: _____

Address (if requesting hard copies): _____

Full description of document(s). Please be as specific as possible and include date(s), if known. If necessary, add additional pages.

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.

Within 10 days from receipt of the request, RecycleSmart will determine whether the request, in whole or in part, seeks copies of disclosable public records and will promptly notify the person making the request of the determination and the reasons therefore. As permitted by law, in unusual circumstances, the time limit to respond may be extended. "Unusual circumstances" means: 1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request; 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination; or 4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

Signature of Requester _____