



**CALIFORNIA PUBLIC RECORDS ACT
RECORDS REQUEST FORM**

Requestor Information:

Name: _____

Organization/Affiliation: _____

Address: _____

Daytime Phone Number: _____

Fax Number (if available): _____

Email Address (if available): _____

Request Information:

Today's Date: _____

Records Requested (Please describe in detail):

Dates involved in requested documentation: _____

Record Number (e.g., provide Contract, Case, or Board Resolution number if available): _____

The information requested, while not required, will assist in our response to your CPRA request.

General Information

Requests:

- Requests may be submitted by regular mail, electronic mail, or facsimile to:

Los Angeles Department of Water and Power
CPRA Clearinghouse
Communications, Media, and Community
Affairs Division
P. O. Box 51111, Room 1520
Los Angeles, CA 90051-5700
Email: CPRA@ladwp.com

FAX: (213) 367-1434

- Requestors are encouraged to provide a detailed written description of the records being requested. Clear and specific descriptions make it easier to determine if responsive records are in the possession of the LADWP.
- Requestors are encouraged to check LADWP.com before submitting a CPRA request, as the records sought may be posted at the LADWP Internet site.

Responses:

- Allow up to ten calendar days to receive a response to your request. A typical response letter may state that records are available for review, that additional time is required to search for records, or that no responsive records were found.
- Responsive records may be viewed at LADWP's downtown Los Angeles headquarters by scheduling a review session. Details regarding how to schedule a review session are included in the response letter.
- Some records are exempt from disclosure under the Public Records Act and other legal reasons may prevent records from being disclosed to the public.

Fees and Payments:

- There is no fee for the records review session. However, there are fees associated with duplication of records.
 - The duplication fee is \$0.10 per page for standard-sized documents (8 ½" x 11" or 8 ½" x 14" white paper with black ink) and \$0.25 per page for large-sized documents (11" x 17" inch white paper with black ink.)
 - Additional costs may apply for postage (e.g., first class U.S. Mail or expedited delivery), photographs, color reproductions, over-sized drawings, or special programming associated with electronic records.
- All payments are due at the time copies of records are requested. Checks should be made payable in U.S. funds to the Los Angeles Department of Water and Power.
 - For in-person payments, either cash (exact change) or check is accepted.
 - For mail-in payments, requestors are encouraged to send checks (not cash) in order to ensure payments reach the CPRA Clearinghouse.