

**Riverside County Flood Control and Water Conservation District**  
**YOU ARE NOT REQUIRED TO FILL OUT THIS FORM IN ORDER TO RECEIVE PUBLIC RECORDS**  
**UNDER THE CALIFORNIA PUBLIC RECORDS ACT. COMPLETING THIS FORM IS OPTIONAL. THE**  
**INFORMATION REQUESTED BELOW, HOWEVER, SERVES TO ASSIST OUR EMPLOYEES**  
**IN PROCESSING YOUR PUBLIC RECORDS REQUEST.**

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## CONTACTS:

For requests associated with litigation, claims, or any other forms:

- Please call (951) 955-1333
- or submit your request via email to [RCFCPRA@rivco.org](mailto:RCFCPRA@rivco.org)

For requests associated with Flood Control Rainfall Data:

- Please call (951) 955-1232
- or submit your request via email to [FCRainData@rivco.org](mailto:FCRainData@rivco.org)

For requests associated with Flood Control utilities (e.g. plans, maps, reports):

- Please call (951) 955-1220
- or submit your request via email to [FCRepro@rivco.org](mailto:FCRepro@rivco.org)

**PUBLIC RECORDS INSPECTION/COPYING REQUEST**

In accordance with the California Public Records Act, California Government Code 6250, et al., (Act) the Riverside County Flood Control and Water Conservation District (RCFC&WCD) will respond to requests for RCFC&WCD records and documents, and provide access to records and documents that have been designated public information. Every person has a right to inspect public records as provided in the Act during the RCFC&WCD's office hours.

("Public records" consist of any information relating to the public's business prepared, owned, used, or retained by any public agency. Included are handwritten, typewritten, printed or photocopied documents; photographic films and prints; maps; magnetic or paper tapes; magnetic or punched cards; discs; and other forms of data.)

Pursuant to the Act, certain records are not subject to disclosure. RCFC&WCD, upon request for a copy of records, shall determine within 10 days from the request whether to comply with the request and shall immediately notify the person making the request of such determination. In certain circumstances, the 10-day period specified above may be extended an additional 14 days upon written notice to the requestor, stating the reasons for the extension and the date a determination is expected.

Requested By: \_\_\_\_\_ (Please Print)

Date: \_\_\_\_\_

I prefer to be contacted by:  Telephone  U.S. Mail  E-mail

Telephone: \_\_\_\_\_ U.S. Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**DOCUMENTS REQUESTED:**

Time-period of interest: \_\_\_\_\_ Assessor's Parcel Number(s): \_\_\_\_\_

RCFC&WCD Project name (if any): \_\_\_\_\_

**(OPTIONAL)** Are the documents requested being sought for the purpose of a claim or litigation?

Yes  No

If yes, please indicate: Firm Name: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Court Location: \_\_\_\_\_

**I understand that I may be charged for this service.** Estimated cost (if over \$50) \$ \_\_\_\_\_

Documents delivered by \_\_\_\_\_  
Signature Date

Total cost \$ \_\_\_\_\_ Cost detail \_\_\_\_\_  
RCFC&WCD