

WALNUT VALLEY WATER DISTRICT

235 South Brea Canyon Road • Walnut, CA 91789-3002
(909) 595-7554 • Fax: (909) 444-5521
www.walnutvalleywater.gov



PUBLIC RECORDS REQUEST FORM

The District encourages, but does not require, requests for records to be made in writing. Written requests help the District respond to the request and to correctly identify the records requested. To help the District, provide records promptly, requesters should provide specific information about the records they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. When a request is not sufficiently specific, District staff will help the requester to identify the information.

Name: _____
(PLEASE PRINT)

Date: _____

Address: _____
Street City Zip Code

Phone Number: _____ Email: _____

The Requesting Party requests (CHECK ONE):

- ☐ That the Walnut Valley Water District provide the Requesting Party with email copies of the documents and/or records and information described below.
- ☐ That the Walnut Valley Water District provide the documents, records and information described below for the Requesting Party to examine at the District's offices during District business hours.

Description of the documents, records and information requested:

Dated: _____

Signature of Requestor