



Access Services
 PO Box 5728
 El Monte, CA 91734
 213.270.6000
 asila.org

Access Services Public Records Request Order Form

Instructions and Costs

This form can be used for Public Records Requests pursuant to the California Public Records Act, Govt. Code Section 6250. Written requests for public records can be submitted in person, by mail or fax. For additional information about Agency policies, please consult the Access Services Public Records Act Guidelines.

You will be responsible for the direct cost of duplication for any documents requested over ten (10) pages as well as shipping charges. Documents will not be produced until payment has been received. We will notify you of any special charges or other additional charges authorized by state law or regulation before processing your request. Payment shall be made by cash, check or money order payable to "Access Services."

Records Duplication Cost:

Letter Size 8.5" X 11"	.20 cents Per Copy
11" x 17"	.20 cents Per Copy
Color Copies 8.5" X 11"	1.00 Per Copy
Color Copies 11" X 17"	1.00 Per Copy
Oversize Documents 22 x 34	5.00 Per Copy
Cassettes Duplication	5.00 Per Cassette
Compact Disk Preparation	5.00 Per Disk

Fees for programming and computer services will be based on the cost of the staff performing the work. The level of staff needed to fulfill the request for electronic information could vary depending on the intricacies and complexity of the request. For significant efforts, the requestor may be required to pay a portion or all of these costs in advance of commencing the work.

Please send your request to:

Public Records Unit, c/o Elisa Diaz, Access Services,
 PO Box 5728
 El Monte, CA 91734



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Public Records Order Form

Requestor Name _____

Date Requested _____

Company Name _____

Address _____

City _____

State _____

Zip Code _____

Phone Number _____

Fax Number _____

E-mail _____

Description of Records Requested