



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PUBLIC WORKS

John Diodati, Director

CALIFORNIA PUBLIC RECORDS ACT (CPRA)
PUBLIC WORKS PUBLIC RECORDS REQUEST FORM

Per the California Public Records Act (CPRA), I hereby request reproduction of the following records maintained by the Department of Public Works and understand that there may be fees incurred in the reproduction of the records. Please complete the form below. If the Department of Public Works does not maintain your requested records this form will be forwarded to the correct department.

YOUR NAME	ORGANIZATION (IF APPLICABLE)
MAILING ADDRESS (STREET AND UNIT NUMBER)	PHONE NUMBER
MAILING ADDRESS LINE 2	FAX NUMBER
CITY, STATE & ZIP CODE	EMAIL ADDRESS
RECORDS REQUESTED (where applicable, include a contract #, RFP #, APN and/or property address)	
HOW DO YOU PREFER PAPER OR ELECTRONIC (FILES ON CD-RW DISC) DOCUMENTS? <input type="checkbox"/> PAPER* <input type="checkbox"/> ELECTRONIC	
<i>*Certified documents are only available as paper documents</i>	
YOUR SIGNATURE (TYPE NAME IF COMPLETING ONLINE)	TODAY'S DATE

CPRA requests may be submitted:

- **Via Email:** Please download form, complete the form fields, and click on the **SUBMIT FORM** above. Alternately, scan the completed form and save it as a PDF or TIF file. Then email the document to: pwd@co.slo.ca.us
- **Via Fax:** Fax completed form to **805-781-1229**
- **Via US Mail:** Mail completed form to: County Govt Center, Room 206, San Luis Obispo, CA 93408
- **In Person:** Submit completed form to front counter staff.

A response will be sent to you within ten business days of receipt of your request by this office. All payments are due at the time record reproduction is provided.

Questions? Please contact us: 805-781-5252

*In some instances, the Department may require up to an additional 14 days to respond to a request as authorized by the Act.

PLEASE NOTE: The California Public Records Act (Gov't Code Section 6250 et. seq.) applies to writings in County files "containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The County will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public.