Arcade Creek Recreation and Park District
4855 Hamilton Street, Sacramento, CA 95841
(916) 482-8377 * info@arcadecreekrpd.gov

Request for Public Records

Upon receipt of a request for Arcade Creek Recreation & Park District (ACRPD) records, ACRPD shall determine within ten (10) days if the records are accessible and within ACRPD's records system and notify the requestor of such determination (Government Code Section 6250-6261).

All requests for public records must be submitted to the Administrative Services Coordinator at 4855 Hamilton Street, Sacramento CA 95841 or info@arcadecreekrpd.gov. If you have any questions, please get in touch with us at 916-482-8377 or info@arcadecreekrpd.gov.

A FEE MAY BE CHARGED FOR COPIES OF ANY TYPE

Person Requesting Information

Name:_____

Address:_____

Phone:_____Fax:_____

Email:_____

Information Requesting

I would like to (check one):

☐ Inspect the following documents

☐ Obtain a copy of the following documents ($0.10/page unless otherwise specified by law)

Describe documents:

_____

_____

_____

_____

_____

_____

For Office Use Only

Date Received Request:_____Dept. Forwarded To: _____

Dept. Deadline for Record Production: _____

Request Completed by (name/title): _____

Time Spent:_____Date Completed: _____

Extension Requested:_____Copy Fee: _____