



San Diego County Regional Airport Authority
Corporate Services Department
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Official Use Only:

Date of Request: _____

General Counsel Review: _____

Date Available: _____

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Public Records Request Form

Public records are open to inspection at all times during regular office hours and can be inspected at no charge. Please note that some records are not available for review because they are confidential, pursuant to the Public Records Act or other statute. If a request to inspect records includes numerous files and/or documents, the Authority reserves the right to set a date and specific time when the documents will be available for inspection.

Copies may be requested and will be provided within a reasonable amount of time and in most instances, upon request. Requestor will be notified in writing if additional time will be necessary, pursuant to the Public Records Act. Authority staff will provide a date and time when the documents will be ready. All document duplication fees are due and payable in full and are based on the current fee schedule.

Person requesting information:

Name: _____ **Phone:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

I would like to INSPECT or COPIES of the following document(s):

(Circle One)

STAFF REPORT.: _____ CONTRACT NO.: _____

RESOLUTION NO.: _____ ORDINANCE NO.: _____

MINUTES.: _____

OTHER.: _____

Delivery method for records: US Mail Pick-Up