

# Majestic Pines Community Services District

P.O. Box 266 Julian, CA 92036

760-765-0532

## California Public Records Request Policy

Majestic Pines Community Services District, hereafter known as the "District", will provide required public records to legitimate requests under the following guidelines:

All requests must be submitted to the District in writing or by electronic means.

Requests should be very specific as to which records are to be disclosed.

Once a request is made, a determination will be made as to the validity of the request.

If the request is deemed valid, an estimate of cost will be developed, and the requestor will be notified of the estimated cost to process the request within 10 days of the request.

Should the request be considered invalid, for any reason, the District will notify the requestor within 10 days of the request and provide the reason(s) for that determination.

The District shall not disclose the following information, including but not limited to, customer account information, District facility and infrastructure information, private personnel records.

If the District is unable to process a request within a 10 day period, the District shall notify the requestor of the potential delay and provide valid reasons for the delay. Any delay under this provision shall not extend beyond 14 days after notification.

Upon payment of fees, the District will process the request within 10 days of said payment.

Records requests are payable by check or money order to: Majestic Pines CSD  
P.O. Box 266  
Julian, CA 92036

### Schedule of Fees

Flat Labor Fee	\$8.15
Copying Fee	.14/page
Scan to PDF/Send Electronically	.20/page
Physical Mail	.22/page + Standard USPS Rates