



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

SERGIO RAMIREZ
District Manager

In reply, please refer to our

PUBLIC RECORDS REQUEST INTAKE FORM

REQUESTOR: _____

ORGANIZATION (if any):

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE/FAX NUMBER:

Date of Request: _____

DESCRIBE RECORDS REQUESTED OR ATTACH WRITTEN REQUEST:

WBSD office use only below:

Date Received in Legal Div. _____

Assigned to Legal Div. Attorney: _____

Staff Person Taking Request: _____

SERVING AREAS IN MENLO PARK, ATHERTON, PORTOLA VALLEY, EAST PALO ALTO, REDWOOD CITY, WOODSIDE AND UNINCORPORATED SAN MATEO AND SANTA CLARA COUNTIES