



HAYWARD AREA RECREATION AND PARK DISTRICT

# Public Records Request Form

Received Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**DESCRIPTION OF RECORDS REQUESTED:** Please be as specific as possible.

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I wish to:  Review original documents  Obtain copies (a copy fee may apply)

If an email address is provided, copies will be emailed to the specified email address above.

The California Public Records Act (Government Code §6250 *et seq.*) provides citizens with important rights to obtain access to records held by public agencies, and the Hayward Area Recreation and Park District responds to requests in accordance with these terms. This request form may be mailed, emailed, or submitted in person at the District.

Submit Completed Public Records Request via U.S. Mail to:  
 Hayward Area Recreation & Park District  
 1099 E Street, Hayward, CA 94541 · Attn: Public Records Request  
 Office Hours 8:30 a.m. to 5:00 p.m. Office Phone: (510) 881-6710 Office Facsimile: (510) 888-5758  
 Email: [PublicRecordsRequest@haywardrec.org](mailto:PublicRecordsRequest@haywardrec.org)

FOR INTERNAL USE ONLY

Approval

Denial

Reason, if Denied:

District Counsel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General Manager: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Document/response provided on (date) \_\_\_\_\_ via:

- Mail
- In Office Pick-up
- E-mail
- Fax

Comments:

Staff Member(s): \_\_\_\_\_ Staff Time: \_\_\_\_\_