



Fox Canyon Groundwater Management Agency
Public Records Request Form
PART A

Please tell us about your request and where we should send your documents.

Name:	Date:
Telephone:	Alternate Telephone:
Company/Organization:	
Mailing Address:	
Email Address:	
I want to check the status of the request I submitted on:	

Requested Documents (*Provide title or subject and approximate dates.*):

- You may return your request by:
- **USPS.** Mail your completed form to Fox Canyon Groundwater Management Agency, 800 South Victoria Avenue, L#1610, Ventura, CA 93009.
 - **FAX.** (805) 654-3350
 - **EMAIL.** Send an email with the scanned request form to fcgma@ventura.org.
 - **IN PERSON.** Bring your completed form to the Clerk of the Board at the Hall of Administration.



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PART B

Agency staff to complete.

Check one of the following and fill in the necessary information.

1. Record(s) was/were located and reviewed on _____, 20__.
2. Record(s) was/were located and mailed/e-mailed to requestor on _____, 20__.
3. Record(s) could not be located from the information provided.
4. Other – Please explain below.