# PORT OF STOCKTON

## Public Records Request

| Date: | Phone Number: |
|---|---|
| Name: | Email: |
| Representing: | |
| Address: | |

The public may review certain Port records upon request pursuant to the California Public Records Act, Government Code section 7920.000 et seq. Requests for public records must reasonably identify the records sought in order to enable Port staff to locate and make them available for review or copying.

The Port will respond within 10 calendar days after receiving a records request as to whether the Port will provide the requested records and by what date. In certain cases, the Port may extend this time to respond to a record request for up to 14 additional calendar days.

Records will be provided electronically for ease of transfer unless specified otherwise. If review or photographic copies are requested, the Port will notify the requestor when the documents are ready for review or will be available for pick up. If requested, the Port will make photocopies of public records in accordance with Government Code section 7922.530(a). The copying charge is thirty cents per page, which reflects the Port's direct costs. Payment is required at the time copies are provided. A deposit may be required for copying a large volume of material.

Please note: Records distributed are those that are in existence which are owned, used or retained by the Port of Stockton at the time of the request. Documents will not be created nor will lists be compiled upon request. Certain Port records are exempt from public disclosure and will be withheld from public access. For example, employee personal information is exempt from disclosure.

Note: A request to review a document(s) must reasonably identify the record requested so that staff may comply with the request. Please provide as much detailed information as possible regarding the records you seek (i.e. date range, subject matter, document description, etc.)

*Detail of Record(s) Requested:

If additional space is needed to complete your request, use an additional form. If the request is received after business hours or on a weekend or holiday, the next business day is considered the date of receipt. Similarly, if the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request.

| ✓Specific Format | |
|---|---|
| Electronic Copy (default) | ☐ |
| Photographic Copy (charges apply) | ☐ |
| Review | ☐ |

The Stockton Port District, a California Port District
Post Office Box 2089 • Stockton, CA • 95201-2089 • E-mail: recordrequest@stocktonport.com
Administration Office: 315 Fyffe Avenue • Stockton, CA • 95203 • Web Page: www.portofstockton.com