



# Paradise Recreation & Park District

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## REQUEST FOR PUBLIC RECORDS

In accordance with the District's Guidelines for Access to Public Records, Paradise Recreation and Park District (PRPD) staff will respond to public records requests from the public as soon as is practicable, given their other responsibilities. Staff will make every effort to accommodate your request in a timely manner, however no time frame can be guaranteed as to when records will be ready for inspection or copying.

The request must be focused and specific so that PRPD staff can clearly identify your needs. You will be notified within ten (10) business days of receipt of your request with an estimate of when your documents will be available as well as the cost for reproduction. Charges for copies must be paid before they leave the District Office. Scanning is not available for this purpose.

This form may be faxed, mailed or emailed to the District office.

Date of Request \_\_\_/\_\_\_/\_\_\_ Date Needed \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Description of information or records needed:

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Minutes, agendas, and other documents are available on our website:

[www.ParadisePRPD.com](http://www.ParadisePRPD.com)

BOD Approved 5-12-21 Resolution #21-05-1-497