

COUNTY OF SAN MATEO

PARKS DEPARTMENT



San Mateo County Parks Department
455 County Center, 4th Floor
Redwood City, CA 94063
T: 650-363-4020

PUBLIC RECORDS REQUEST FORM

HOW TO SUBMIT THIS REQUEST

Completed requests may be submitted by: (1) email to ParksAndRecreation@smcgov.org; (2) U.S. mail to San Mateo County Parks Department, 455 County Center, 4th Floor, Redwood City, CA 94063, Attn: Public Records Request; or (3) in person at the address above during business hours (Monday–Thursday, 8:00 a.m.–5:00 p.m.) A request is deemed received on the date the Department actually receives it; requests received after business hours or on a non-business day are deemed received the next business day.

REQUESTOR'S NAME

DATE

PHONE NUMBER (optional)

EMAIL ADDRESS (if electronic delivery requested)

MAILING ADDRESS (needed only if requesting delivery by U.S. mail — see below)

RECORDS FORMAT (CHOOSE ONE)

☐ I WILL INSPECT OR PICK-UP THE PUBLIC RECORDS AT THE PARKS OFFICE.

☐ I WOULD LIKE TO RECEIVE THE PUBLIC RECORDS VIA EMAIL.

☐ I WOULD LIKE TO RECEIVE COPIES BY U.S. MAIL. *Duplication and postage costs may apply. The Department will notify you of any estimated cost before mailing copies.*

PUBLIC RECORDS REQUESTED

Please include as much detail as possible about the records you are requesting, such as the date range, the subject matter, ordinance number, or any other information that will help us identify them.

San Mateo County will make a determination within 10 days of a records request on whether the agency is in possession of the requested records and whether they are disclosable records, either in part or full, including an explanation for the agency’s determination and an estimated date and time the records will be made available. (Gov. Code § 7922.535(a).)

Note: This is the deadline for the Department’s determination and estimate—not necessarily for delivery of the records themselves, which may take additional time depending on the volume and complexity of the request.

We may extend the response period by 14 days in specified “unusual circumstances”. For example, an unusual circumstance may be to search for and collect the requested records from facilities that are separate from the office processing the request; or to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

If the Department charges a fee for duplication of records, you will be notified of the estimated cost before copies are made.

Questions about this form or your request may be directed to ParksAndRecreation@smcgov.org or 650-363-4020.