

PUBLIC RECORDS REQUEST

NAME: _____

ADDRESS: _____

CITY: _____

TELEPHONE: _____

DATE REQUESTED: _____

DOCUMENT(S) REQUESTED:

PLEASE BE AS SPECIFIC AS POSSIBLE WHEN DESCRIBING REQUESTED RECORDS

SIGNED: _____

DATE: _____

DIRECT COST FOR DUPLICATION OF REQUESTED RECORDS: 10¢ per page

Government Code Section 6253: Public records are open to inspection at all times during City office hours. Every person has a right to inspect any public record with certain exceptions as provided in Government Code Section 6254.

Government Code Section 6254 except certain records from public disclosure.

Government Code Section 6256 provides that the City, upon any request for a copy of records, shall determine within 10 calendar days whether to comply with such request and immediately notify the requestor of such determination and reasons therefore.

Office Use Only

RECEIVED BY: _____

DATE RECEIVED: _____

TOTAL PAGES PROVIDED: _____

TOTAL FEE: _____

DELIVERY METHOD: _____

DATE DELIVERED: _____