



# Office of the City Clerk

## Request for Public Records

Requestor Name: \_\_\_\_\_

Request Date: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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Email: \_\_\_\_\_

Description of Requested Documents: \_\_\_\_\_

Services Requested:  Inspection  Copying  Inspection & Copying  
 General Information  Other \_\_\_\_\_

Please see Reverse Side for Instructions.

Request Received via:  Walk-in  Mail  Telephone  
 Inter-Department  E-Mail  Other

Forward to:

- City Attorney
- Human Resources
- Finance
- Police Department
- City Administrator
- Redevelopment
- Fire Department
- Housing & Community Investment
- Public Works & Community Development

DATE: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(If needed) City Attorney

Date Request Received: \_\_\_\_\_ Date Documents Provided: \_\_\_\_\_

Copy Charge: \_\_\_\_\_ Time to Complete: \_\_\_\_\_ Assigned To: \_\_\_\_\_

**INSTRUCTIONS FOR REQUESTING RECORDS**  
(California Public Records Act, Government code Section 6250 et. seq.)

1. Requests for records must be submitted to the City Clerk division at 550 Main Street (P. O. Box 470), Weed, CA 96094. Requests will be processed in the order in which they are received. A Public Records Request form can be faxed to you by calling 530-938-5020. The form is also available on the City's website ([www.ci.weed.ca.us](http://www.ci.weed.ca.us)). Requests may be submitted by facsimile to 530-938-5096.
2. Requests must be for records in the possession of the City of Weed. Requests must also be focused and specific and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes and identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed in two to four weeks, or sooner.
4. The City may invoke a 14 working day extension of time to determine whether to comply with your request if there is a need to :
  - a. Search for and collect the requested records from field facilities.
  - b. Search for and examine a voluminous number of records.
  - c. Consult with another agency or City departments having a substantial interest in the determination of the request.
  - d. Compile data or construct a computer report to extract data.
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
7. There is a charge for the direct cost of duplication of \$.25/per page. Payment must be made prior to release of records requested. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 10 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required, or your request will be considered fulfilled and a new request must be made.
9. Certain records are generally exempt for disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provides that certain other records are specifically exempt from disclosure.