



City of Etna

PUBLIC RECORDS REQUEST

Name of Requesting Individual		Title
Phone	Fax	Email
Firm or Trade Name		
Mailing Address		
City	State	Zip

Describe the record you are requesting being as specific as possible and include enough detail to assist the City in locating the record. For multiple records, attach additional pages.

Format Requested: Paper copy Electronic Media Visual Inspection

By signing below I certify that the information is true and correct to the best of my knowledge.

Signature	Date
Date Received	Date Released to Requestor
Fee Charged	Clerk Initials

California Public Records Act, Government code Section 6250 et. seq.

1. Requests for records must be submitted to the City Clerk at 442 Main Street (P. O. Box 460), Etna, CA 96027. Requests may be submitted by fax to 530-467-3217.
2. Requests must be for records in the possession of the City of Etna. Per Gov. Code Sec. 6253, requests must be focused and specific and must reasonably describe identifiable records.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of the City. Your request will be processed in two to four weeks, or sooner.
4. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. 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. Electronic flash drive add \$15.00.
6. 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.
7. 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.