



TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212
Tel 650.997.8300 • Fax 650.997.8308

Public Records and Information Request Form

Print Name: _____ Date: _____

Address: _____
Street City State Zip

Phone No.: _____ Email: _____

1. **Records or information requested** (*please be specific – Address, Resolution, Ordinance, Agreement, Minutes, etc.*) **(Please Print).**

2. **Processing Requests** - Within ten (10) days after receipt of the request, the Records Coordinator shall notify the requestor, in writing, that: (1) The records will be produced, the conditions, if any, for production, if the records are not produced at the same time of the response, and the estimated date and time when the record will be made available; (2) The Town’s time to respond has been extended and a brief statement of the reasons therefore; or (3) The request is denied, in which case the notice shall set forth the information described in the section entitled, “Notice of Denial.” *Please see Administrative Code §1.04.040 for a Summary of Exemptions.*

3. **Conditions** - If the request is: (1) to inspect public records, the Town may require that the inspection occur during normal business hours, in a secure area, with a staff person present; (2) for a copy of a public record, the request must be accompanied by payment of a fee or deposit to the Town. The fee, however, may not exceed the actual cost of providing the copy; (3) for a large volume of records that will take time to locate or gather, the Town may produce the records on a schedule that allows staff sufficient time to tend to the everyday needs of the public.

Signature

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OFFICE USE ONLY

Due Date: _____ Response Date: _____

Method of Delivery: Mailed Emailed Picked Up Viewed at Counter

Notes: _____

Completed By: _____ City Clerk Signature: _____