



# Public Records Act Request Form

**Date:** \_\_\_\_\_

**All** Public Records Act requests for information must be submitted in writing on this form and delivered to the City Clerk's Office at City Hall. Please fill out this form completely with as much detail as possible and identify specifically the records you are requesting.

The California Public Records Act (Government Code Section 6250 et. seq.) applies to writings in City files "containing information relating to the conduct of the Public's business prepared, owned, used, or retained by any State or Local Agency regardless of physical form or characteristics." The City will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public. Please note that the City is not required by law to create a list from an existing record or create a new record.

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email (Please Print Clearly):** \_\_\_\_\_

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

**Documents Requested:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Provide Information Via: Paper  Electronic (Email)   
Electronic information may be limited by size capability.

The Act allows Staff ten (10) days in which to respond to requests for information as well as the recovery of associated costs. Staff will contact you when a response has been completed for your request. (Due to Staff reductions, Staff is unable to respond to walk-in inquiries that have not previously scheduled an appointment prior to or after submission of the records request to the City Clerk's Office.) All Fees involved must be paid in the City's Finance Department prior to the release of documents.

**DO NOT WRITE BELOW THIS AREA ~ FOR CITY STAFF USE ONLY**

Staff Person Assigned This Record Request: \_\_\_\_\_

Date: \_\_\_\_\_ Total Hours (if any) Involved in Research: \_\_\_\_\_

# of Copies Provided: \_\_\_\_\_ X \$0.20 Per Page Equals Fee: \$ \_\_\_\_\_

Date Task Completed: \_\_\_\_\_ Date Citizen Contacted: \_\_\_\_\_