



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

Kevin McDonnell
Mayor

Brian Barnacle
Janice Cader-Thompson, Dist. 1
Mike Healy
Karen Nau, Dist. 3
Dennis Pocekay
John Shribbs, Dist. 2
Councilmembers

PUBLIC RECORDS REQUEST

NAME/COMPANY: _____ DATE: _____
ADDRESS: _____
CITY: _____ ZIP: _____
PHONE: _____ EMAIL: _____

The California Public Records Act gives members of the public the right to inspect and to obtain copies of reasonably identified, non-exempt, existing public records. Please list the requested records and be as specific as possible. City staff will be happy to assist records requesters by describing relevant City information technology, the location where records are kept, and by making suggestions for avoiding practical obstacles to obtaining the records sought. City staff will respond to most requests within ten (10) days of receiving a request. For some requests, such as those involving voluminous records, the City may take up to an additional fourteen (14) days to respond. The City will inform requesters when non-exempt records or parts of records will be provided, and whether any exemptions apply. The City will provide records requested in electronic form in the form requested if it is one in which the City maintains the records.

RECORDS SOUGHT:

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DATE RANGE OF RECORDS:

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DEPARTMENT:

Please checkmark the applicable department. If assistance is needed in identifying a department, please see online here: <https://cityofpetaluma.org/cityservices/> or contact the City Clerk's Office for guidance.

- | | | |
|---|---|---|
| <input type="checkbox"/> Building | <input type="checkbox"/> Finance | <input type="checkbox"/> Parks and Recreation |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Fire | <input type="checkbox"/> Planning |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Housing | <input type="checkbox"/> Police |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Public Works and Utilities |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Information Technology | |

COPIES:

City records will be automatically uploaded in an electronic format in response to each request, unless kept in paper format. If printed copies are required, please contact the City Clerk's Office directly for estimated copying charges. The City may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of public records. The direct cost of duplication of most City records is \$0.39 per page. City staff can provide copy charges for other media. Staff will inform requesters of estimated copying charges. Requests to ship copies may be subject to payment of shipping costs.

City Clerk
11 English Street
Petaluma, CA 94952
Phone (707) 778-4360

E-Mail:
cityclerk@cityofpetaluma.org