



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

REQUEST FOR PUBLIC RECORDS

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:

DATE RANGE OF RECORDS:

COPIES:

Would you like printed hard copies made? Yes _____ No _____
Would you like electronic records emailed? Yes _____ No _____

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 \$0.36 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.

STAFF USE ONLY:

Number of copies made at \$0.36 per page: _____

Retrieval cost (if applicable): _____

Shipping cost (if applicable): _____

Amount due: _____

NOTES: _____

City Clerk
11 English Street
Petaluma, CA 94952

Phone (707) 778-4360

E-Mail:
cityclerk@cityofpetaluma.org