



PUBLIC RECORDS REQUEST FORM

Your request will be processed in compliance with the Public Records Act California Government Code §6253.

Upon request for a copy or inspection of records, the City shall, within 10 days from receipt of the request, determine whether the request in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Please use a separate form for each request.

Name: _____ Date: _____

Organization/Company: _____

Address: _____ Phone #: _____

City/State/Zip: _____ Fax #: _____

Email: _____

Requested Documents/Information (please be as specific as possible)

*Some requests may take a week or more to fulfill, as materials may be located in offsite storage.
 Some material may be scanned and emailed to the requesting party free of charge.
 Paper copies are 10¢/page for requests exceeding 10 pages.*

<input type="checkbox"/> Resolution #: _____	<input type="checkbox"/> Ordinance #: _____
<input type="checkbox"/> Resolution of Intention #: _____	<input type="checkbox"/> Contract #: _____
<input type="checkbox"/> City Council Meeting Minutes Meeting Date(s): _____	Contractor Name: _____
<input type="checkbox"/> City Council Meeting DVD Meeting Date(s): _____	<input type="checkbox"/> Staff Report - Item #: _____
<input type="checkbox"/> Other: _____	Council Meeting Date: _____

Please indicate how you would prefer your response:

- Paper
- Email/PDF