



# REQUEST FOR PUBLIC RECORDS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

☐ View records only.

☐ Purchase copies of records at 50¢ per copy. *[Pursuant to the Public Records Act, California Government Code Section 7922.535 allows the City 10 days to determine whether the request is for disclosable records and to provide a written notice of extension of time, if necessary.]*

☐ Send request via e-mail. E-mail address: \_\_\_\_\_

☐ Will pick up request. Date: \_\_\_\_\_  
*[California Government Code Section 7922.535 allows an agency 10 days to respond.]*

☐ Call when request is completed. Phone: \_\_\_\_\_

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Specific Records Requested: \_\_\_\_\_

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**For Office Use Only:**

\_\_\_\_\_ copies @ 50¢ per copy = \$\_\_\_\_\_ *[California Government Code § 7922.530(a)]*

Received by: \_\_\_\_\_  
*Staff Initials*

Released to: \_\_\_\_\_  
*Signature of Requestor*

*Received Date Stamp*

*Released Date Stamp*