



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: _____

Specific Records Requested:

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