Name:_____ **Date**: _____

❑ **View records only.**

❑ **Purchase copies of records at 10¢ per copy.** *[Pursuant to the Public Records Act, California Government Code Section 6253(c) allows the City <u>10 days</u> to determine whether the request is for disclosable records and to provide a written notice of extension of time, if necessary.]*

❑ **Send records via e-mail. E-mail address**: _____

❑ **Will pick up records.**   **Date:** _____
     [California Government Code Section 6253(c) allows an agency 10 days to respond.]

❑ **Call when records are ready.**   **Phone**: _____

Specific Records Requested: _____

_____

_____

_____

_____

_____

_____

For Office Use Only:

_____ copies @ 10¢ per copy = **$**_____ *[California Government Code § 6253(b)]*

Received by:_____   **Released to:**_____
              Staff Initials   *Signature of Requestor*

Received Date Stamp	***Released Date Stamp***