

REQUEST FOR RECORDS



Requests to review non-exempt files, or copy non-exempt files or materials in files, will be processed within a reasonable timeframe. Government Code section 6256 provides that each agency, upon any request for a copy of records, shall determine within 10 working days after the receipt of such request whether to comply with the request, and shall immediately notify the person making the request of such determination and the reasons thereof. Exempt files shall be determined by the provisions of the California Public Records Act.

ITEMS MAY NOT BE REMOVED FROM CITY OFFICES FOR REVIEW FOR ANY REASON.

Review of files will be conducted in the City Clerk's Office or other designated location between the hours of 8:00 a.m. – 3:30 p.m., Monday through Friday.

Copies: Ten cents (\$0.10) per page for 8 ½ x 11 all other sizes will follow the copy fee schedule. The City Clerk will disclose and collect fees prior to making any copies.

PLEASE COMPLETE BELOW IN PRINT OR TYPE

Be as specific as possible

Name _____ Date _____

Organization/Business _____

Phone _____ Email: _____

Address _____

Document(s) requested **(be very specific):** _____

City Date Stamp

Received by: _____