REQUEST FOR PUBLIC RECORDS

NAME/ORGANIZATION: ________________________________
ADDRESS: ________________________________
TELEPHONE No.: ________________________________ FAX No.: ________________________________
REQUEST DATE: ________________________________ EMAIL ADDRESS: ________________________________

RECORDS REQUESTED:

- Resolution(s)
- Ordinance(s)
- Minutes (specify City Council or Planning Commission)
- Contract(s)
- Staff Report(s)
- Other (provide specific description of document)

I agree to pay all applicable fees and charges for copies/media I request of the above records/document(s).

Signature ________________________________ Date ________________________________

RESPONSE DATE: ________________________________
NUMBER OF COPIES: ________________________________ TOTAL AMOUNT DUE: ________________________________

Per Government Code Section 6256, the City has ten (10) days in which to respond to your request. You may be notified within the ten (10) day period that additional time is necessary if your request is unusual or materials are stored in off-site storage. Fee schedule for copies or other media requested are provided on the City Clerk page of the City website (www.pvestates.org). City is under no obligation to respond to requests which are not focused and specific, or which are burdensome. The City may withhold documents which are exempt from disclosure under State and Federal Law, including the Attorney-Client Privilege or any other applicable privilege.

Vickie Kroneberger, CMC, City Clerk