REQUEST FOR PUBLIC RECORDS

NAME/ORGANIZATION: ________________________________

ADDRESS: ________________________________

TELEPHONE No.: ________________________________ FAX No.: ________________________________

REQUEST DATE: ________________________________

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 any copies I request of the above document(s).

______________________________  ________________________________
Signature                  Date

RESPONSE DATE: ________________________________

NUMBER OF COPIES: ________________________________   TOTAL AMOUNT DUE: __________________

Per Government Code Section 6253, 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. Records that must be produced, either copies or digital scans will cost 20 cents per page to produce. The 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.