

# CITY OF PALOS VERDES ESTATES

(310) 378-0383



CITY HALL

PALOS VERDES ESTATES  
CALIFORNIA 90274-0283

## ❖ 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.