



REQUEST FOR PUBLIC RECORDS
 PUBLIC RECORDS ACT (PRA), Government Code §6250-6268
OFFICE OF THE CITY CLERK

Time/Date Stamp & Staff Initials

Optional Information; however, this helps staff process your request. Please print clearly.

DATE: _____

NAME: _____ PHONE: _____

COMPANY: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ -

I request (choose only one): review of documents (may request copies thereafter) copies of documents*

INFORMATION REQUESTED: (PLEASE BE VERY SPECIFIC)

* If document(s) are available in electronic format, they can be emailed at no cost. Please refer to the City Master's Fee Schedule for appropriate fees. Payment must be made in advance (Mailing documents require actual postage amount).

Every person has a right to inspect or copy public records, except as provided for by law. Public records are open to inspection during regular office hours of the City (weekdays, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., except holidays, and Fridays for CDD). There may be occasions when it is impractical to provide a copy for immediate review or duplication; therefore, you will be notified of the time delay within ten days. The City may require an additional 14 days to search for, collect and appropriately examine the potentially responsive records.

THE CITY WILL CONTACT YOU WHEN THE INFORMATION IS AVAILABLE; THANK YOU

City Clerk Use Only	
_____ Date Contacted	Total Due: _____
_____ Date PRA Closed	Staff Initials: _____