

REQUEST FOR PUBLIC RECORDS

No. _____

Every person has the right to inspect and obtain a copy of identifiable public records, not exempt from disclosure. The City will make every attempt to provide the record at the time of request. However, compilation or retrieval of documents not immediately accessible by staff will require a written request to the City Clerk Department for processing. The City may take ten days to respond, and some requests may require a fourteen-day extension under Government Code Section 7922.525© et seq.

Date Received _____

Preferred Delivery Method:

In Person

U.S. Mail (postage costs apply)

Email _____

Name: _____ **Phone:** _____

Address: _____
(Number) (Street) (City) (State) (Zip)

Description of public record (List each document, file, or record separately):