PUBLIC RECORDS REQUEST

Name: _____ Address: _____

City: _____ Telephone: _____

Date Requested: _____ Requested Delivery Date: _____

Documents Requested: (Please identify and describe documents and be as specific as possible.)

Signed: _____

Direct Costs for Duplication of Requested Records: _____

Government Code Section 6253: Public records are open to inspection at all times during City office Hours. Every person has a right to inspect any public record with certain exceptions as provided in Government Code Section 6254.

Government Code Section 6254 excepts certain records from public disclosure.

Government Code Section 6256 provides that the City, upon any request for a copy of records, shall determine within 10 days whether to comply with such request and immediately notify the requestor of such determination and reasons therefor.