



## Public Record Request

General Conditions: Requests will be processed in the order received. Identify as best you can the public record(s) you wish to receive and how you would like to receive the documents\* i.e., via email, U.S. mail, over the counter pick up.

\*There will be a cost associated with making copies

---

---

---

---

---

---

Requested by: \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Date requested:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

Government Code Section: 6256

This section states copies of records upon request of a citizen shall be provided within 10 days unless the document is exempt by law. The public has a right to examine any public document not exempt by law upon demand during normal working hours of the city.