



CITY OF GUADALUPE

Administration Department

918 Obispo Street

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(805) 356-3891 Phone (805) 343-5512 Fax

REQUEST FOR PUBLIC RECORDS

The California Public Records Act (Government Code 6250. et. Seq.) was enacted to provide access to public records. This form will enable us to accurately and efficiently fill your request.

REQUESTOR NAME:	DATE OF REQUEST:
ORGANIZATION (IF APPLICABLE):	PHONE NUMBER OR FAX NUMBER:
MAILING ADDRESS (STREET ADDRESS & UNIT NUMBER):	EMAIL ADDRESS (REQUIRED IF REQUESTING ELECTRONIC COMMUNICATION):
CITY, STATE, ZIP CODE:	

INFORMATION NEEDED: FOR EACH RECORD, DESCRIBE TYPES, DATES, SUBJECT, TITLE, ETC. PLEASE BE VERY SPECIFIC.

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are accessible and available within the City's records system and whether any exceptions to production of the records exist. The City shall notify the person making the request of such determination (Government Code Section 6250-6261). In some cases, the City may extend this 10-day period for up to 14 additional days when the request seeks a large volume of documents.

<u>OFFICIAL USE ONLY</u>	
Researched by:	_____
Time Spent:	_____
Date Completed:	_____
Copy Fee:	_____
Certificate Fee:	_____
Total Charges:	_____

All payments are due at the time record reproduction is provided.

The following page contains the Public Records Request (per State law) Fee Schedule.