



# Records Request pursuant to California Public Records Act (Cal. Gov. Code Sec. 6250 et seq.)

Name of requesting person/party: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of requested public records: (to expedite this request, be as specific as possible in describing the records being requested.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Delivery: Pick up (date): \_\_\_\_\_ U.S. Mail: \_\_\_\_\_ On-site inspection: \_\_\_\_\_

Copies of public records can be purchased for the fees established by the applicable statute. It is the policy of the City of Firebaugh to charge for copies at a rate of \$0.10 per page. Postage is extra.

\*\*\*\*\* CITY USE ONLY \*\*\*\*\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Request processed by: \_\_\_\_\_

**CITY ATTORNEY APPROVAL REQUIRED FOR RELEASE OF PUBLIC RECORDS**

Approved by Legal Office Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Request denied: \_\_\_\_\_ Reason for denial: \_\_\_\_\_

\_\_\_\_\_

Fee \$ \_\_\_\_\_ ( \_\_\_\_\_ pages @ \$0.10) plus Postage: \$ \_\_\_\_\_ = Total Due: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Form of Payment:  Cash Amount Paid: \$ \_\_\_\_\_

Check # \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_