



Public Records Act Request Form

The California State Legislature adopted the Public Records Act in 1975. It is designed to give the public access to information in possession of public agencies. The Act also provides that public records shall be open for inspection during regular office hours of the agency. The public can inspect any record unless the record is exempted from disclosure under the act.

To assist with your request, please identify each requested record/document. Please be as specific as possible. Non-specific inquiries may cause response to be delayed while your request is further defined.

Please send this form or email the following information:

Name of Requestor: _____

Affiliation: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Title of Document(s) Requested and Description:

Date/year of Document: _____

There is a fee for duplication of materials. Requestors will be advised of an estimated cost prior to duplication.

An Agency receiving a request for documents under the Public Records Act has ten days in which to respond to the request.

I understand there is a charge for duplication of all materials that I request and I agree to pay for those copies before receiving the materials.

Requestor's Signature: _____ Date: _____