



Public Records Request Form

Your request to review public files is governed by the California Public Records Act, Government Code Section 6250-6265. In an effort to provide better customer service, the following information is requested so we may better assist you:

Request to Access Records

Request for Copies

REQUESTOR INFORMATION (PLEASE PRINT)

REQUESTOR NAME: _____ DATE: _____

CONTACT PREFERENCE

PHONE NUMBER: (_____) _____

EMAIL: _____

DESCRIPTION OF PUBLIC RECORDS REQUESTED :

TIME PERIOD FOR RECORDS:

BEGINNING DATE: _____ ENDING DATE: _____

The California Public Records Act provides the public with important rights to obtain access to records held by public agencies in the State. Public records are open to inspection during City office hours and every person has a right to inspect public records, except as provided for by law. You have the right to a copy of any identifiable public record.

The City of Clayton encourages public records requests to be submitted in writing in order to assist staff in responding efficiently to your request.

There may be occasions when it is impractical to provide an immediate copy for review or duplication; therefore, you will be notified of any time delay within ten days. If for some reason your public records request cannot be granted, you will be notified within ten days of the receipt of the request, pursuant to Government Code §6256.

RETURN COMPLETED FORM TO:

CITY CLERK
6000 HERITAGE TRAIL
CLAYTON, CA 94517
OR FAX TO (925) 672-4917

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Date Received : \_\_\_\_\_ Completion assigned to: \_\_\_\_\_  
Date request completed: \_\_\_\_\_