

City of Pacifica

City Clerk Department 170 Santa Maria Avenue Pacifica, CA 94044 (650) 738-7307

Request for Public Records

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are in the City's possession and subject to disclosure and shall notify the requestor of such determinations. In unusual circumstances, the City Clerk may notify the requestor that the time for the City's determination is extended for not more than an additional 14 days.

PHOTOCOPY FEE: 25 cents per page, payable to the City of Pacifica

NOTE: THE PUBLIC RECORDS ACT DOES NOT REQUIRE AN AGENCY TO CREATE A NEW DOCUMENT OR RECORD TO RESPOND TO A REQUEST Requestor: Name: ______ Address: City:_____ Zip:____ Telephone Number:_____ Fax Number:_____ E-Mail Address: _____ DESCRIBE THE SPECIFIC PUBLIC RECORDS AND TIME PERIOD OF **DOCUMENTS REQUESTED:** FOR OFFICIAL USE ONLY Date of Request: Date Due: Date Requestor Notified: Date Requestor Notified of Extension: Number of copies: Copy fee: __

<u>CITY ATTORNEY REVIEW AND APPROVAL:</u>