



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 accessible and available within the City's records systems and notify the requestor of such determination. 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: \$0.25 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/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### DESCRIBE THE SPECIFIC PUBLIC RECORDS AND THE 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: \_\_\_\_\_

CITY ATTORNEY REVIEW AND APPROVAL: \_\_\_\_\_