



PUBLIC RECORD REQUEST

Public Agencies have 10 days to determine if copies are disclosable. In unusual cases (request is "voluminous," seeks records held off-site, or that may require consultation with other agencies), the agency may, upon written notice to the requesters, give itself an additional 14 days to respond. (§6253(c))

DATE REQUESTED: _____ DATE PROVIDED: _____

REQUEST RECEIVED BY: _____

PUBLIC REQUEST

INTERNAL REQUEST

NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE/EXT NO: _____ EMAIL: _____

FAX NO: _____

DOCUMENT(S) REQUESTED: _____

FOR REVIEW ONLY

APPROVED BY (If needed): _____

CITY ATTORNEY

Number of pages: _____ Charge Account Code: _____

Copies of documents are \$.20 per page and \$.25 2-Sided

Copies of FPPC (Fair Political Practice Commission) documents are \$.10 per page per Government Code

- | | |
|-----------------------------------------------------------|---------------------------------------------------------|
| Forward to: <input type="checkbox"/> City Attorney | <input type="checkbox"/> City Manager/City Clerk |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Parks and Recreation |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Police |
| <input type="checkbox"/> Building | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Code Enforcement |

PLEASE REMIT TO:

City Clerk's Office
4381 Broadway, Suite 201
American Canyon, CA 94503
(707) 647-4369