

City of Laguna Hills

Request for Public Records

The California Public Records Act (Government Code 6250. et.seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. Copies are \$.25 per page, \$.10 per page for copies of Fair Political Practices Commission Filings.

Name: _____ Date of Request: _____

Company/Organization: _____

Address: _____

Telephone: _____ Email: _____

I wish to review obtain copies (fee may apply) of the following public records:

Please be as specific as possible

California Government Code Section 6253 c. Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or their designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available.

Disposition of Request (for staff use only)

_____ Documents Reviewed Immediately Request

_____ Locating Responsive Documents

Received: In Person Via U.S. Mail

Via Facsimile Via Telephone Via E-mail

Respond By This Date: _____

Date Completed: _____

Comments:

No. of Copies: _____

Postage (if any): _____

Date requestor notified: _____

Amount Charged: _____

Request processed by: _____

cc: City Attorney

Yes No

Provided: Via U.S. Mail Via E-mail Picked Up Via Fax