



# CITY OF RED BLUFF

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## PUBLIC RECORDS REQUEST APPLICATION

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. **A fee of \$0.60 per page for pages 1-5 and \$0.30 per page after the first 5 copies** will be charged for providing letter size copies of documents, or as otherwise provided for in the City's Fee Schedule. There is no cost for staff's first 15 minutes of research. The cost for each additional quarter hour is \$12 for the entirety of the research and analysis.

<b>Name:</b>	
<b>Date of Request:</b>	
<b>Firm /Group:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	

<b>Description of Requested Record (s): Describe the public record(s) e.g., date, type, time period.</b>

Government Code Section 6253 (c): Each agency, upon 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 therefore.<sup>1</sup>

\*Please note that actual copying of the records may take more time depending on the volume of documents requested, available staff, etc.

### OFFICIAL USE ONLY

<b>Date Received:</b>	
<b>Date Completed:</b>	
<b>Completed by:</b>	
<b>Pick up or Inspection Only:</b>	
<b>Non-existent Record (s):</b>	
<b>Amount Paid/ Department:</b>	

<sup>1</sup> Government Code Section §6253 (c)