



CITY OF ARROYO GRANDE
REQUEST FOR 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 \$0.30 per page; if the request involves research or time gathering the requested information, you may be charged for staff time at a rate of \$15.00 per hour.

DATE OF REQUEST: _____

NAME: _____

FIRM: _____

PHONE: _____

DATE/APPROXIMATE DATE OF DESIRED MATERIAL: _____

SUBJECT:

TYPE OF DOCUMENT (Agenda Report, Resolution, Ordinance, Agreement, etc.):

If you wish to assist this office with your research, please call in advance at 805-473-5420 to schedule an appointment. Thank you.

FOR OFFICIAL USE ONLY

Researched by: _____

Time spent: _____

Date completed: _____

Charge (if any): _____
