

**CITY OF ARROYO GRANDE  
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. A fee of \$0.20 per page is be charged for providing letter size copies of documents, or as otherwise provided for in the City's Master Fee Schedule.

**NAME:** \_\_\_\_\_ **DATE OF REQUEST:** \_\_\_\_\_

**FIRM:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

Full description of document(s). Please be as specific as possible and include date(s), if known.

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**YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.**

*California 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. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or the 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.<sup>1</sup>*

<b>FOR OFFICIAL USE ONLY</b>	
<b>After completion, please forward to the City Clerk's Office</b>	
Date Received: _____	Completed by: _____
Date Completed: _____	Mail: _____ Pickup: _____ Review only: _____
Non-existent record(s): _____	Amount paid: _____

<sup>1</sup> As used in this section, "unusual circumstances" means, but only to the extent reasonably necessary to the proper processing of the particular request: 1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request. 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.