



# CITY OF PETALUMA

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Pamela Torliatt  
Mayor

Teresa Barrett  
David Glass  
Mike Harris  
Mike Healy  
David Rabbitt  
Tiffany Renée  
Councilmembers

## REQUEST FOR PUBLIC RECORDS

NAME/COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

### RECORDS SOUGHT:

List the requested records. Be as specific as possible. City staff will assist in identifying responsive records by, where appropriate, describing relevant City information technology, the location of the records, and providing suggestions for avoiding practical obstacles to records access. City staff may request clarifying information that could help identify the records sought. Within ten (10) days of receipt of a request, City staff will determine whether the request seeks non-exempt records or parts of records in the City's possession and inform the requester. In some circumstances, the City may have up to an additional fourteen (14) days to make its determination upon proper notice to the requester. The City will inform requesters of the time and date when non-exempt records or parts of records will be made available. (California Government Code sections 6253, 6253.1.)

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\_\_\_\_\_  
\_\_\_\_\_

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The City may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of City records. The direct cost of duplication of most City records is \$0.15 per page. The statutory fee that applies to copies of reports and statements filed under the Political Reform Act is \$0.10 per page plus a retrieval fee of \$5.00 per request. City staff can provide copy charges that apply to other media. Requests to ship copies may be subject to payment of shipping costs. (California Government Code sections 6253, 81008.)

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Notes: \_\_\_\_\_

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