



Completed forms must be returned to:

Office of the City Clerk  
City of South Pasadena  
1414 Mission Street, South Pasadena, CA 91030

OR send via fax: (626) 403-7211

## Public Records Request\*

In order to process your records request, please complete the following information:

Requestor's Name		Name/Address of Company/Organization	
Telephone Number ( ) _____	Fax Number ( ) _____	E-Mail	

I wish to  **review** /  **obtain** a copy of a public record identifiable as: (Please be specific as possible)

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*I understand that fees will be assessed when documents are produced. I also understand that draft documents, notes, and other working papers are not a public record.*

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Today's Date

**PHOTOCOPYING FEES .10 cents/page (per side) • .10 cents/page for the Fair Political Practices Commission • \$11.00 for Certified Copy**

\*From the California Public Records Act (California Code, beginning with Section 6250)  
6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so. (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 therefore. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her 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. (Printed from California Codes online 8/6/02).

For Office Use Only

Date Received:	Time:	Method: by E-mail <input type="checkbox"/> by U.S. Mail <input type="checkbox"/> In person <input type="checkbox"/> by Phone <input type="checkbox"/> by Fax <input type="checkbox"/>	PRR Received By:	
Total Number of Pages:	Cost:	Paid by: Check # _____ Cash <input type="checkbox"/>	Date / Time Notified requestor that PRR is available:	Documents provided by/method: by E-mail <input type="checkbox"/> by Hard-copy <input type="checkbox"/> by Fax <input type="checkbox"/>

