



CITY OF SAN LEANDRO
 City Clerk's Office
 835 East 14th Street, San Leandro, CA 94577
 Telephone: (510) 577-3366 Fax: (510) 577-3340
 clerk@sanleandro.org

DATE RECEIVED
 Office Use Only

PUBLIC RECORDS REQUEST

DATE REQUESTED: _____

PRA No. _____

Your contact information is optional, but we must have a way to contact you regarding the status of your request

Name: _____

Company: _____

Address: _____

City: _____ State _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

When the records are available, please notify me by: Phone Mail E-mail Fax

List the specific records that you are requesting:

CALIFORNIA PUBLIC RECORDS ACT (California Government Code §6250 *et seq.*)

- Public records are open to inspection at all times during regular office hours.
- Every person has a right to inspect any public record, unless such record is exempt from disclosure by express provisions of law.
- Upon a request for a copy of an identifiable record or records, the City shall make the records, except those exempt from disclosure by express provisions of law, promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable.
- Within 10 calendar days from the date of this request, the City shall determine whether it can comply with the request, and shall immediately notify the requester of such determination.

NOTE: Requesters will be charged for copies of records in accordance with the fees established in the City's Fee Schedule (generally 10¢ per page for standard copies). A cost estimate will be provided to the requester before copies are made.

You may return the completed form to the staff assisting you or to the City Clerk's Office

clerk@sanleandro.org

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Received by: _____ Date: _____ In person Mail E-mail Fax

Copy charges: _____ Payment received by: _____ Date: _____