



**City of El Paso de Robles  
Office of the City Clerk  
1000 Spring Street, Paso Robles, CA 93446  
(805) 237-3960 – (805) 237-4032 FAX**

**Request for Public Records**

Government Code Section 6253(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.”

**Paper Copies: \$0.20 per page/side (minimum)\***

**CD/DVD: \$15 per Disk**

*\*The City reserves the right for copy projects in excess of 20 pages or for oversized documents to hire an appropriate outside photocopy business to copy the requested materials. Charges will be billed at the City’s cost and the City reserves the right to demand a deposit prior to ordering copies.*

**Please Complete**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Request for a copy of public record identified below (for each record, please describe type, date, subject, title, etc. Be as specific as possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your request will be processed in compliance with the Public Records Act**

California Government Code Section 6253(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 therefor. 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.<sup>1</sup>

**FOR OFFICE USE ONLY:**

Date 1<sup>st</sup> Responded: \_\_\_\_\_ Extended to Date: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Date Forwarded: \_\_\_\_\_ To: \_\_\_\_\_ Department: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

<sup>1</sup>As used in this section, "unusual circumstances" means the following, 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 that 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; (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.