



**CITY OF WATERFORD
PUBLIC RECORDS ACT REQUEST FORM**

DATE: _____

REQUESTOR	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE #	
EMAIL ADDRESS	

Please provide a written description of the records you are requesting below. The more specific you are, the easier it will be to determine if such records exist in city files.

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Please note that the California Public Records Act (Government Code Section 6250 et. seq.) applies to writings in city files "containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The City will provide those documents to you, unless they are exempt from disclosure under the Public Records Act, or any other legal reason prevents the documents from being disclosed to the public.