



City of Waterford
 101 E Street
 Waterford, CA 95386

www.cityofwaterford.org

PUBLIC RECORDS REQUEST FORM

File No.	
Approved	
Department Use Only	

GENERAL	<p>To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the Waterford City Hall. The City Clerk is available to assist you in identifying the records in the control of City Hall based on your description. City Hall is not required by law to create a new record or list from an existing record.</p>
	<p>Please note that if you are requesting the opportunity to inspect records stored at this office, City Hall must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.</p>
	<p>You will be charged the direct cost of duplication for any documents of \$0.25 per page and/or \$10.00 for Data DVD or CD whichever had been requested. You will be contacted with a count of the number of pages to be copied and their cost prior to copying. Payment will be required in full prior to releasing the documents.</p>

REQUESTER	REQUESTER NAME			
	COMPANY			
	MAILING ADDRESS	CITY	STATE	ZIP
	PHONE NUMBER	FAX NUMBER		
	EMAIL ADDRESS			
	PREFERRED METHOD OF CONTACT IN THE EVENT OF QUESTIONS			

REQUESTED RECORDS	REQUESTED RECORDS

TIME PERIOD COVERING DOCUMENTS REQUESTED

I wish to inspect the requested records, where applicable, and do not want copies produced at this time.

I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to obtaining the documents requested.

SIGNATURE _____ DATE _____

It is the policy of City of Waterford that public records are open to inspection at all times during the City Hall's office hours. City Hall office hours are Monday through Friday, 8 a.m. to 5 p.m. 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. It is also the policy of City of Waterford that except for public records exempt from disclosure by express provisions of law, a request for a copy of reasonably described identifiable records shall be made available with minimal delay to the requesting party. An exact copy shall be provided unless impracticable to do so.

Requests must be for records in the possession of, prepared, owned, used or retained by the City of Waterford (Gov. Code Sec. 6252(e)) and requests must be for clearly identifiable records. If necessary, City Hall staff will assist the requesting party in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of City Hall.

You will be notified by mail within ten (10) days:

- Whether City Hall requires an extension of time to determine whether it has records responsive to your request.
- Whether the City Hall has records responsive to your request.
- Whether the City Hall has records responsive to your request but which are exempt from disclosure and the reasons for exemption.
- Whether the City Hall has records responsive to your request and the page count and cost of copying the records.
- Based on the page count, the time required to copy the documents requested. Copying of documents responsive to your request will be completed as soon as possible.

If your request is to review documents rather than receive copies, City Hall will make an appointment at the time of presentation of your request for a future date reasonable to allow City Hall time to gather the documents and review them for compliance with the provisions of the Public Records Act.

The charge for copies of any specifically described and identified public records not exempt from disclosure is \$0.25 per page for copied documents. Data DVD or CD are \$10.00 per disk. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the Requester.

For further clarification, please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.) at www.dir.ca.gov/dlse or the City of Waterford's website.