Date Received_____
(Office Use Only)

245 East Bonita Avenue
San Dimas, CA 91773
(909)394-6210

Public Records Act Request Form

In accordance with the California Public Records Act ("Act"), Government Code Section 6250 et. seq., the City of San Dimas provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the City of San Dimas has ten (10) days from receipt of the request to determine whether the request, in whole or part, seeks copies of disclosable public records in the City's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 additional days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the City determines there are disclosable public records, copies will be made once the requestor has paid the required duplication fees. The City may require a deposit where duplication exceeds 50 pages.

Requestor Information:

Name: _____ Phone Number: _____

Company: _____ Email: _____

Address: _____ Fax Number: _____

_____

I would prefer to receive my response by: ☐ email ☐ mail ☐ paper copies ☐ review in person

(Please note there is never a fee to review records in person once they have been prepared. The city makes every attempt to utilize email when requested; however, sometimes due to the nature of the record or size/volume of the responsive documents it may not always be possible to respond via email)

Department(s) to receive request:

- ☐ Administration
- ☐ Building & Safety
- ☐ City Clerk
- ☐ Finance
- ☐ Human Resources
- ☐ Parks and Recreation
- ☐ Public Works
- ☐ Planning
- ☐ Unknown
- ☐ Other

Describe the record, be as specific as possible, including the name of the record and any file or case numbers if known and date range. (Building Permits, Resolutions, Contracts, Zoning, Code Enforcement, Business Licenses, etc.)
If requesting records pertaining to an address in the City please list address of property.

_____
_____
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_____

Received By: _____ Number of Copies: _____

Assigned To: _____ Total Charges Due: _____

Date Due: _____ Amount Received: _____

Date Requestor Notified: _____ Revised 3/18/14

Public Records Request Form

FOR STAFF USE ONLY:

Notes:

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Copy (ies) provided: Yes ☐ No ☐ Partial ☐

Public Records Request Form
Fee Schedule

Description	Price
Copy Price per Page – Standard 8 ½" x 11" (No charge for 10 pages or less)	.10¢ per page
Copy Price per page – Legal Size 8 ½" x 14"	.25¢ per page
Copy price per page – color	.50¢ per page
Copy price per page 11" x 17"	.50¢
Copy price per page 24" x 36"	$4.00
Price for Public Records in electronic format, including Council Meetings shall be calculated by the city in accordance with Government Code Section 6253.9, as it may be amended from time to time	Per Gov. Code Section 6253.9
Copy charge for duplication of DVD's	$10.00 per DVD*
Copy charges for oversized documents that must be outsourced for duplication/reproduction	Actual cost

*Fee must be paid in advance
The City may require a deposit where duplication exceeds 50 pages.