



**CITY OF ESCALON**  
**CITY CLERK'S OFFICE**

2060 McHenry Avenue · Escalon, California 95320 · (209) 691-7423 · Fax (209) 691-7409

**REQUEST FOR PUBLIC RECORDS**

The California Public Records Act (Government Code §6250 et seq) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. Costs associated with this Public Records Request will be at the rate designated in the fee schedule in Resolution No. 07-07, incorporated by reference.

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

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Information Requested:** For each record, describe type, date, subject, title, etc. Please be as specific as possible.

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**YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.**

California Government Code §6253(c): Each agency, upon 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 therefore. 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.

\* "Unusual Circumstances" means, 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.

**FOR OFFICE USE ONLY**

Researched by: \_\_\_\_\_

Time Spent: \_\_\_\_\_

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

Charge (if any): \_\_\_\_\_

Mailed \_\_\_\_\_

Cash \_\_\_\_\_

Picked up \_\_\_\_\_

Check No. \_\_\_\_\_