

REQUEST FOR PUBLIC RECORDS

For use for copies of documents

SECTION 1.

To: The City Clerk, Custodian of Records of the City of Yreka
City Hall, 701 Fourth St., Yreka, California 96097

Date: _____

From: _____

Subject: REQUEST FOR PUBLIC RECORDS

SECTION 2. This request is submitted for inspection of public records pursuant to the California Public Records Act, Section 6250, et seq., California Government Code. California Government Code Section 6253 requires that a request for public records be *focused and specific*. You are welcome to make an appointment to inspect and identify those documents you deem responsive to your request. Copies of those documents will be provided to you at the City's current copy rate which is \$0.25 per page.

Ordinarily an agency has 10 days from the date of receipt of the request to make the determination on the disclosability of the records and to make the records available, unless unusual circumstances exist under Government Code Section 6253(c), in which case the agency may extend the time for a response by an additional 14 days. If an extension is warranted for a response to your request, you will be notified. The cost of the direct cost of duplication for these documents must be deposited with the City before copies are released.

SECTION 3. Description of Records Requested: (you may attach additional pages)

Service Address: _____ A.P.N. _____

SECTION 4. This request is delivered to the City of Yreka by [*check the applicable box and describe*]:
[] first class mail [] hand delivery [] other: _____ on Date: _____ at
_____, California.

Signature

SECTION 5. Please sign above, and give us the following information so that a response can be given to you:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

For City of Yreka use below:

Received by City	Date:	By:	Referred to City Attorney on:
Reviewed by City Attorney	Date:	initial:	Response due by: Ten (10) days / actual:
Copy to Department Head by C.A. on:	Copy to Clerk by C.A. on:	Closed on:	

REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS ON HOW TO USE AND PROCESS THIS FORM:

USING AND COMPLETING THE FORM:

1. This form may be used for any Request for Public Records pursuant to the California Public Records Act, Section 6250, et seq., California Government Code. However, this form is not exclusive. A request may be submitted by letter. This form is not to be used for consumer account or enterprise account information.
2. A request for public records includes inspection of public records. If the records are voluminous, the requester may be encouraged to inspect the records first to identify records responsive to the request. *The City Attorney must be consulted before any inspection occurs.*
3. This form is provided to make access to public documents easier for the public, so it is important that Sections 1, 3, 4 and 5 of the form are fully completed so that the City can respond to the request. Requester should be informed that incomplete information from the requester will delay any response to a Request for Public Records.
4. It is important that the documents be identified with some particularity, so the requester should be encouraged to describe the documents in Section 4 as clearly as possible, and attachments are helpful. For example, a description such as *“all financial docs, interdepartmental correspondence, including memos and reports, submitted by city manager and other departments, along with all correspondence to City Council members”* is simply too broad for a response since it does not describe a reasonably identifiable public record, or a subject matter, or a particular period or any other identifying criteria. Tens of thousands of documents maintained by the City could be responsive to the request, and some of these records may be exempt from disclosure under the PRA.

PROCESSING THE FORM:

1. All Requests for Public Records (whether by this form or letter) must be:
 - a. Referred to the City Attorney for review. The City Attorney must review all requests before documents are released to assure that records which are exempt from disclosure are not released.
 - b. A copy of the Request must be provided to the Clerk for the Clerk's log.
 - c. The Clerk will calendar the Request for response within 10 days of receipt.
2. The City Attorney's review of Requests for Public Records will include:
 - a. Consulting with the appropriate Department Head for assignment and processing.
 - b. Assigning a response date which may be different than the ordinary response time.
 - c. Forwarding the Request for Public Records to the appropriate Department Head, for assignment and processing, who must consult with the City Attorney in preparing a response.
 - d. Notifying the Clerk and the requester if preparation of responsive documents will take longer than 10 days.
3. Inquiries regarding status of the Request for Public Records may be referred to the City Attorney, City Clerk, or appropriate Department Head.
4. All costs of copying are due upon receipt of documents.