



Request for Public Records
(Written request recommended, but not required)

CITY OF KING CITY
CITY CLERK'S OFFICE

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. Copies are 25¢ per page. Audio tapes of City Council meetings are \$5 per tape.

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____ FAX: _____

PHONE: _____ E-MAIL: _____

INFORMATION NEEDED: For each record, describe type, date, subject, title, etc. *Please be very specific.*

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.
California Government Code Section 6253 (c).

If you wish to assist City staff with your request, please contact the City Clerk's Office in advance at 831-386-5925 to schedule an appointment.

Thank you.

City Hall Staff

FOR OFFICIAL USE ONLY

Researched by: _____

Time Spent: _____

Date Completed: _____

Charged (if any): _____

Mail: _____ Pickup: _____