REQUEST FOR PUBLIC RECORDS – COVER SHEET

OFFICE OF THE CITY CLERK

Although written requests <u>are not required,</u> they are encouraged so that staff is able to properly identify the documents requested ensuring a timely response, compliance and/or delivery.

Method of Request: ☐ Verbal ☐ Written	Received by: Date Received:	Date response due: (10 days per GC 6253)	
Name/Organization Contact Information	**Identifying names are not required to request documents; however, contact information is encouraged for response, billing and/or delivery purposes.**		
Requested Documents			

FOR INTERNAL USE ONLY	
Reviewed by City Clerk/City Attorney: Approved ☐ Denied ☐ Denied In Part ☐	Response prepared by:
Reason, if denied:	
Disposition of Request: Documents/response provided on (date) _____ (by) _____ **Cost:** $_____	
Method of Delivery: ☐ Viewing ☐ Mail ☐ Pick-up ☐ FAX ☐ Email	
Comments:	

Date	*Notes*