

REQUEST FOR PUBLIC RECORDS

Although written requests are not required, they are encouraged so that staff is able to properly identify the documents requested ensuring a timely response, compliance and/or delivery.
Submit form to the City Clerk's Office at 411 E. Kern Ave, Tulare CA 93274 or submit by email to ryoder@tulare.ca.gov and mhermann@tulare.ca.gov.

METHOD OF REQUEST <input type="checkbox"/> Verbal <input type="checkbox"/> Written	RECEIVED BY	DATE RECEIVED	DATE RESPONSE DUE <i>(10 days per GC § 6253)</i>
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REQUESTOR NAME & CONTACT INFORMATION

REQUESTED DOCUMENTS

FOR INTERNAL USE ONLY

REVIEWED BY CITY CLERK / CITY ATTORNEY <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Denied in Part	RESPONSE PREPARED BY
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IF DENIED, REASON

DATE DOCUMENTS/RESPONSE PROVIDED	PROVIDED BY	FEE CHARGED
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METHOD OF DELIVERY
 View Only Mail Pick-up Fax Email

COMMENTS