



REQUEST FOR PUBLIC RECORDS

In compliance with the California Public Records Act, Government Code §§6250-6277, The City of Lindsay is required to provide members of the public, upon request, any information relating to the conduct of the public's business that is prepared, owned, used or retained by the City of Lindsay, regardless of physical form or characteristics. Records that are exempt under the Public Records Act will not be available to the public.

Instructions

Type or print all information completely. Your request will be processed within ten (10) calendar days. If, because of the nature of the request, it is not possible to furnish the information that you have requested within ten (10) days, you will be notified within the ten-day processing period.

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ (Include Zip Code) \_\_\_\_\_

Document(s) requested (e.g., agreements, minutes, ordinance, resolutions, fire reports, investigation reports). Include subject, date of origination etc.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\_\_\_ I would like to view the document(s) requested

\_\_\_ I would like copies of the document(s) requested Number of copies \_\_\_\_\_

The City's copying cost is \$0.10 per page.

Official Use Only

Department Referred to: \_\_\_\_\_ Date: \_\_\_\_\_

Request Received: \_\_\_\_\_ By: \_\_\_\_\_ Document Available to Public: \_\_\_\_\_

Approved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Pages Provided: \_\_\_\_\_ Amount of Fee: \_\_\_\_\_

