



# City of Emeryville

INCORPORATED 1896

1333 Park Avenue

Emeryville, California 94608-3517

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## REQUEST FOR PUBLIC RECORDS

In accordance with the California Public Records Act ("Act"), Government Code Section 6250 et. seq., the City of Emeryville provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the City has ten (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the City's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the City determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. A request for a copy of an identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. The City's copying cost is \$0.10 per page. Checks should be made payable to: **City of Emeryville.**

### Requestor Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email address \_\_\_\_\_

Record or Document requested. *Please be as specific and detailed as possible to enable City staff to identify and locate the documents requested. If know, please indicate agreements, minutes, address of property, minutes, ordinance, and other information if known.*

- I would like to view the document(s) requested
- I would like \_\_\_\_\_ hard copies of the document(s) requested \_\_\_\_\_ Mail \_\_\_\_\_ Pick up
- I would like document(s) sent via email (if possible)

Signature \_\_\_\_\_