



California Public Records Act (Gov. Code § 7920.000 et seq.)

Date:

Phone:

Requester Name:

Email:

Address:

Preferred Delivery: ☐ Email ☐ Inspection Only ☐ Paper Copies ☐ Electronic Records

Description of Records Requested

Please describe the requested records with as much specificity as possible, including date ranges requested.

Service Address:

APN:

Requester Signature

Signature:

INSTRUCTIONS FOR REQUESTING RECORDS

1. Requests for records must be submitted to the City Clerk Division at 5915 Dunsmuir Ave., Dunsmuir, CA 96025. Requests will be processed in the order received.
2. Requests must be for records in the possession of the City of Dunsmuir and must reasonably describe identifiable records. City staff can assist with preparing a focused request.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records. In most cases, requests are processed within two to four weeks, or sooner.
4. The City may invoke a 14-working-day extension if necessary to:
 - a. Search for and collect records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or City departments.
 - d. Compile data or construct a computer report to extract data.
5. You will be notified of the approximate number of pages and/or processing time.
6. If your request is for inspection rather than copies, an appointment will be made after records are assembled.

IMPORTANT INFORMATION

California Government Code Section 6253 requires requests to be focused, specific, and reasonably descriptive within a specific date range.

Copies of records are provided at a cost of \$0.25 per page.

Payment must be made prior to release of records.

IF THE DOCUMENTS REQUESTED EXCEED 50 PAGES, A DEPOSIT MAY BE REQUIRED PRIOR TO PRODUCING COPIES.

The City will respond in accordance with the California Public Records Act. Requests may be reviewed by the City Attorney as necessary.

Received By: _____

Date Received: _____

Department Assigned: _____

Response Due Date: _____

City Attorney Review (if applicable): _____ Date Closed: _____