



City Manager
Request for Public Records

(Written request recommended, but not required)

The California Public Records Act (Ca. Gov. Code § 6250) was enacted to ensure public access to public records.

This form will enable us to accurately and efficiently fill your request.

Name: _____ Date of Request: _____

Address: _____

Phone: _____

Email: _____ Fax: _____

Information needed:

For each record, describe type, date, subject, title, etc. Please be very specific.

Your request will be processed in compliance with the Public Records Act.

California Government Code § 6250(c)

Copies are 30¢ per page. Audio tapes of City Council meetings can be emailed.

If you wish to assist City staff with your request, please contact the City Clerk in advance at 831-386-5971 to schedule an appointment.

Thank you,

City of King

FOR OFFICIAL USE ONLY

RESEARCHED BY: _____

TIME SPENT: _____

DATE COMPLETED: _____

CHARGES (IF ANY): _____

MAIL: _____ PICKUP: _____