



CITY OF DELANO

City Clerk's Office

1015 Eleventh Ave.

Delano, CA 93215

Office: 661-721-3300 • Fax: 661-721-3269

www.cityofdelano.org

Public Records Request

**Your request will be processed in compliance with the Public Records Act
California Government Code § 7922.525.**

Public records can be inspected during normal business hours at no cost (M-F, 8:00am-5:00pm, Except for Holidays). Some records are **NOT** available for review because of their confidential nature pursuant to the Public Records Act and/or statutes. Pursuant to the Public Records Act, records will be available for inspection within ten calendar days from the date the request was received which must be submitted to the City Clerk's Office in order to be processed. There are circumstances that may require this time to be extended. You will be notified if this is the case.

☐ I wish to **INSPECT** records specified in this request at no charge.

☐ I wish to **PURCHASE COPIES** of records specified in this request. (Cost of copies: \$0.15 per page)

Requestor's Name _____

Requester's Mailing Address _____

City, State, Zip _____

Daytime Telephone Number _____

E-Mail Address _____

Please specify exactly what record(s) or document(s) you are requesting. **Specific information such as an address, parcel number, case or permit number other unique identifying characteristics of the request should be included in order to allow the City to expedite the search for records.** Unclear requests may result in delay, error or the necessity for you to resubmit the request.

The City has a minimum of 10 Calendar Days to provide said records for inspection. Please note that many records are exempt from disclosure to the public and the City must make a determination as to whether records are exempt before the city is allowed to show said records.

(For Office Use Only)

City Clerk (Forwarded):

Engineering/Public Works ☐

Finance ☐

Community Development ☐

Human Resources ☐

Department:

Copy Fee:

Deadline for Pick Up:

Request Completed by:

Staff Name:

Title:

Date Completed:

Extension Requested: