



City of Port Hueneme

Office of the City Clerk: 250 N. Ventura Rd, Port Hueneme, CA 93041
Phone: (805) 986-6503 ♦ Email: clerk@cityofporthueneme.org

PUBLIC RECORDS REQUEST FORM

Please submit the completed form to the City Clerk's Office, in person, by mail, or email. (See contact information at the top of this form.)

Your request will be processed in compliance with the Public Records Act (Government Code §7920 *et seq*). Any person may request to inspect or receive a copy of an identifiable public record, except those records that are exempt under the provisions of the law. The City Clerk's Office will notify you within 10 calendar days of receiving a request of its determination, in addition to whether it may be necessary to request a 14-day extension. Please note that requests submitted after normal business hours will be considered received the next business day.

Requester Information *(please write clearly):*

Name: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

Records Requested: *(Please provide a clear and specific description of the record(s) you are requesting, such as dates, address, or titles of document(s) sought.)*

Records will be provided electronically, via email whenever possible at no cost to the requester. Hard copies are provided in accordance with the City of Port Hueneme Fee Schedule. Fees are due prior to the duplication of documents. Fee Schedule for records is as follows (plus postage if mailed):

City Clerk:

- Copies for Public Records Requests: \$0.10 per page
- Audio files and/or CD copies: \$18.00 per CD or storage device

Finance:

- Non-sufficient funds returned checks: \$37.00 for the first check, \$42.00 per subsequent check
- Financial reports and budgets: \$31.00 per audited set of financial statements
- \$59.00 per budget book
- Business License Listing within the City: \$20.00 per request
- Business License Administrative Fee: \$14.00 per application

For Office Use Only:

Date Received: _____

Received By: _____