



# PUBLIC RECORDS REQUEST FORM

Please refer to back of this form for information regarding California Public Record Act requests. (Govt. Code Section 6250 et seq.)

City Clerk's Date Stamp
-------------------------

**PLEASE PRINT CLEARLY**

### General Information

To expedite your request and to eliminate opportunities for error, please complete this form with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by Willits City Hall. The City Clerk is available to assist you in identifying the records within control of City Hall based on your description. City staff is not required by law to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at this office, City staff must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.

You will be charged the direct cost of duplication for any documents of \$0.25 per page and/or \$15.00 for data DVD or CD, whichever had been requested. You will be contacted with a count of the number of pages to be copied and their cost prior to copying. Payment will be required in full prior to releasing the documents.

### Section 1 – Records Requested

I wish to:  Review the records only  Obtain copies of the following public records: *(Please list each document, file or record separately)*


Time Period Covering Documents Requested:

### Section 2 – Requester Contact Information

Name of Requesting Party:

Business Name/Organization:

Mailing Address:

City:	State:	Postal Code:
-------	--------	--------------

Phone Number:	Fax Number:
---------------	-------------

Email Address:

Signature of Requesting Party:

### For City Use Only – Do Not Write Below this Line

Response Due:	Assigned To:
---------------	--------------

Action Taken:

Date Completed:	Date Released:	Released By:
-----------------	----------------	--------------

Fees:  Copies: \$\_\_\_\_\_  CD/DVD: \$\_\_\_\_\_  Postage: \$\_\_\_\_\_  Other: \$\_\_\_\_\_ TOTAL: \$\_\_\_\_\_

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters and private investigators, the process by which the City will respond to requests for records under the California Public Records Act.

1. All requests for public records are encouraged to be submitted in writing on the form prescribed by the City Clerk in order to assist City staff in responding efficiently to all requests, unless the request is to review an agenda or agenda report of the City Council, City Commission, Committee, or Willits Municipal Code, which are available in the City Clerk's office or on the City website at [www.cityofwillits.org](http://www.cityofwillits.org).
2. The City Clerk will make every effort to respond effectively to all requests in a timely manner, but not later than the 10 day period, or extensions thereof, as provided by Government Code Section 6253.
  - a. The City Clerk shall review the request and determine whether the request seeks identifiable records and, if not, the City Clerk shall assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b. The City Clerk shall request all City Departments which may have the records requested to search their files and report back to the City Clerk on whether the Department has the records and, if so, when the records can be made available to the person requesting them.
  - c. The City Clerk shall respond to the person requesting records by advising in writing of the availability of the documents, a description of the information technology and physical location in which the records exist, and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the City Clerk will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act.
  - d. If a request is made for copies of the records, the City Clerk shall also advise the person requesting copies of the estimated costs of copying the records requested.
  - e. The person requesting the copies shall pay the per page charge for copying as set forth by resolution of the City Council for all copies requested. The City Clerk shall not make the requested copies until a deposit in the amount of the estimated costs of copying is received and shall not release the copies until the full cost of copying is paid to the City.
3. In accordance with the Public Records Act, the City will provide only specific identifiable records but will not research City records for particular types of information or analyze information which may be contained within public records. The City will not create a new document to satisfy a records request nor will the City recognize standing request.
4. The City will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

The City Clerk's Office is open Monday through Thursday, 8:30 a.m. to 5:30 p.m.

Willits City Hall ■ 111 East Commercial Street ■ Willits, California 95490

Tel: (707) 459-4601 ■ Fax: (707) 459-1562