

- Attorney Records Request
- Public Records Request

Date Completed:



**Request for Public Documents**  
**City of Whittier**  
**13230 Penn Street Whittier, CA 90602**  
**PH:(562) 567-9850 FX:(562) 567-2870**

(Date Stamp- Received)

Upon receipt of a request for City records, the City shall determine within ten (10) calendar days if the records are public and available within the City's records system and notify the citizen of such determination (see California Public Records Act [CGC 6250-6261] for full text of this act).

Photocopy fee: 15¢ a page, and actual cost for mailing, if applicable. Photocopies from microfilm are 15¢ per page. CDs are \$30.00 (per Resolution No. 8198 adopted April 28, 2009).

Requestor (Print Name)

Requestor's Signature

Address

Home Telephone

Business Telephone

Email Address

Mobile/Cell

Do you wish to review documents prior to copying? \_\_\_\_\_ If no, number of copies requesting: \_\_\_\_\_

**PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PUBLIC DOCUMENTS REQUESTED:**

Document Name:

Document Type (Resolution, Ordinance, Contract, Staff Report, Minutes, etc):

Document Date: (approximate):

Keywords (name, address, subject, etc.):

Other Information:

**FOR OFFICE USE ONLY:**

Date/time of request:

Due Date:

Request received by:

(Sign; make a copy for the Requestor (if desired); give this request to City Clerk or designee for processing)

REQUEST REVIEWED BY MANAGER, if applicable

Manager's Initials:

Date:

<b>REQUEST FORWARDED TO:</b>			
<b>Department:</b>	<b>Date:</b>	<b>Staff Member:</b>	<b>Department Response due by:</b>
RECORDS			
<b>REQUESTOR NOTIFIED UPON COMPLETION:</b>			
<b>Date:</b>			
<b>Mail, telephone, fax, email:</b>			
<b>Total Charges:</b>			
<b>COMMENTS:</b>			
<b>City Clerk-Treasurer or Designee:</b>			<b>Date:</b>
<b>RECEIPT OF DOCUMENT(S):</b>			
Documents received by:			Date: