**Date Completed:** (Office Use only)



## **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. Custom CD/DVDs are \$30.00; copy of an existing CD/DVD, \$5 (Resolution No. 8865 adopted May 23, 2017).					
Requestor's Name (Print Name)	Requestor's Signa	ature			
·	-				
Address	Home Telephone				
	Business Telepho	ne			
Email Address	Mobile/Cell				
Do you wish to review documents prior to copy	ing?If no, number	of copies re	equesting:		
PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PUBLIC DOCUMENTS REQUESTED:					
Other Information that may assist in locating the	information requested:				
Document Name:					
Document Type (Resolution, Ordinance, Contract, Staff Report, Minutes, etc.):					
Document Date: (approximate):					
Keywords (name, address, subject, etc.):					
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:		
		L			

Department:	Date:	Staff Memb	er.	Department Response due by:			
Dopartment.	Duto.	Otan Monie		ado by:			
REQUESTOR NOTIFIED UPON COMPLETION:							
Date:							
Mail, telephone, fax, email:							
Total Charges:							
RESEARCH NOTES OR COM	MMENTS:						
City Clerk-Treasurer or Desi	_		Date:				
RECEIPT OF DOCUMENT(S)  Documents received by:	):		Date:				
Documents received by.			Date.				
FOR CITY STAFF USE ONLY: Please record time spent on any of the following areas. Only include time spent to							
query records (electronically); or compose and transmit a 10-day response (via letter, email or telephone). <b>Do not include</b> research and review time, or time spent to make a determination.							
research and review time, or time	speni io make a deter	mination.  10-Day	10-Day	1 40.5			
Employee Name	Queries	Determination	Denial	Fytension Letter			
		Letter	Letter	ZATOTIOIOTI ZOTTOI			

**REQUEST FORWARDED TO:**