

- Attorney Records Request
- Public Records Request

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 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:

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:

