



Office of the City Clerk Request for Public Records

Requestor Name: _____

Request Date: _____

Agency/Company: _____

Phone No.: _____

Address: _____

Fax No.: _____

Email: _____

Description of Requested Documents: _____

Services Requested: Inspection Copying Inspection & Copying
 General Information Other _____

Please see Reverse Side for Instructions.

*****For City Use Only*****

Request Received via: Walk-in Mail Telephone
 Inter-Department E-Mail Other

Forward to: City Attorney City Manager
 Human Resources Redevelopment Agency
 Finance Fire Department
 Police Department Building / Planning
 Recreation Public Works

DATE: _____

Release Approved By: _____
(If required) City Attorney

Date Request Received: _____ Date Documents Provided: _____

Copy Charge: _____ Time to Complete: _____ Assigned To: _____

INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Government code Section 6250 *et. seq.*)

1. Requests for records must be submitted to the City Clerk at 1110 2131 Pear Street, Pinole CA 94564. Requests will be processed in the order in which they are received. Requests may be submitted by mail, facsimile to 510-724-9826 or emailed to pathenour@ci.pinole.ca.us
2. Requests must be for records in the possession of the City of Pinole. Requests must also be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes and identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed in two to four weeks, or sooner.
4. The City may invoke an extension of time to determine whether to comply with your request if there is a need to :
 - a. Search for and collect the requested records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or City departments having a substantial interest in the determination of the request.
 - d. Compile data or construct a computer report to extract data.
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
7. There is a charge for the direct cost of duplication of \$.20/per page. Payment must be made prior to release of records requested. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 30 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made.
9. Certain records are generally exempt for disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provided that certain other records are specifically exempt from disclosure.

01-03-09

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