



CITY OF MORRO BAY

CITY HALL
595 Harbor Street
Morro Bay, CA 93442

OFFICE OF THE CITY CLERK REQUEST FOR PUBLIC RECORDS

The California Public Records Act (Government Code Section 6250 et. seq.) was enacted to ensure public access to public records. You may request copies of specific information or materials and the City will provide this information, or an explanation of why it cannot be disclosed. With the exception of certain State-mandated records, photo copies are charged at \$0.40 per page for 8 ½ x 11 and \$0.70 per page for 11 x 17.

NAME: _____ DATE OF REQUEST: _____

PHONE: _____ E-MAIL: _____

ADDRESS: _____

INFORMATION NEEDED: For each record, describe type, date, subject, title, etc. *Please be very specific.* _____

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.

California Government Code Section 6253 (c). Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days¹.

If you need assistance with this request or wish to review the records on site, please call the City Clerk’s office in advance at 772-6205 to schedule an appointment. Thank you.

¹ As used in this section, “unusual circumstances” means, but only to the extent reasonably necessary to the proper processing of the particular request: 1)The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request. 3)The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

<p>FOR OFFICIAL USE ONLY</p> <p>Date Received: _____</p> <p>Date Completed: _____</p> <p>Completed by: _____</p> <p>Charge: _____</p> <p>Mail: _____ Pickup: _____</p>
