

**CITY OF GRAND TERRACE**

City Clerk's Department
 22795 Barton Road
 Grand Terrace, CA 92313
 (909) 824-6621 Ext. 230

*Public Records Request***Pursuant to Government Code Section 6250 I am requesting:**

Inspection Copying Inspection and Copying

Of the following records: (Please provide a specific description of public records requested, and list each document, file, or record separately. Attach additional sheets if necessary)

You will be contacted when the information is ready. Please provide the following information:

Name of Requestor:

Mailing Address:

Phone: Fax: E-mail:

I understand that the City must make a determination to comply with my request within ten (10) working days of receiving this request, and I will be notified when the records are available. If unusual circumstances exist, as defined by law, a response to my request may be extended by an additional ten (10) working days. I understand that I will be charged a reproduction fees for any copies requested, and I agree to reimburse the City of Grand Terrace for the direct cost of duplicating the information requested at the time of receipt.

If my request is denied, I will be notified in writing with the reasons for the denial within five (5) working days after the ten (10) day determination time limit has expired.

Signature of Requestor: Date:

Please inform us how you would like for the City to respond to your request:

Walk-in/ Pick Up Mail E-mail
 Fax Other:

OFFICE USE ONLY**Your request has been processed as follows:**

| | |
|--------------------------|---|
| <input type="checkbox"/> | Requested records are available for inspection. |
| <input type="checkbox"/> | Requested copies are enclosed and receipt is attached |
| <input type="checkbox"/> | Requested records are available; however, a written release from the Architect, Engineer of Record, Copyright Owner, and/or property owner is required. Our files show the following contact: |
| <input type="checkbox"/> | We are unable to process this request at this time due to: |

| | | |
|---------------------------------|--------------------------|------------------------|
| Deadline (statute date): | Completion Date: | Staff Initials: |
| Page(s): | Copying Cost:: \$ | Fee: \$ |



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PUBLIC RECORDS REQUEST GUIDELINES

- 1) The City will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in the Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.
- 2) Information is available in City offices during regular business hours Monday through Thursday, 7:30 am to 5:30 pm. Many frequently requested documents are also available for viewing/printing via the Internet at the City's web site <http://www.grandterrace-ca.org> including City Council Agendas and staff reports, City Council Minutes, Commission and Commission Agendas, Municipal/Development Code, City Standards, The City Budget, and the City's General Plan.
- 3) Requests must be for records in the possession of the City of Grand Terrace. Requests must be focused and specific and must reasonably describe identifiable records. Requests not meeting this criterion may be returned for further clarification.
- 4) If your request is to review records, rather than receive copies, an appointment will be arranged for you once the records are gathered. Original City records must remain in the custody of the City in order to protect their integrity and ensure accessibility.
- 5) Government Code § 6250 et seq. provides that any person may inspect and/or receive a copy of an identifiable public record, (with some exceptions) unless impractical to do so. The City will determine, **within 10 days of receipt of a request**, whether it can comply with the request and will immediately notify you of the determination and the estimated cost for the records requested. The City will produce any existing documents responsive to your request that are not designated as privileged documents by Government Code § 6254 or otherwise exempt from production. You will be contacted at the phone number or address indicated on this form once the information requested is available.
- 6) Pursuant to the Public Records Act, "Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so." The following fees for copies are in accordance with the City of Grand Terrace Public Document Fees Chapter 4.92 (Ord. 220 § 1 (part), 2006; Ord. 161 § Exh. A (part) 1996; Ord. 112 § 2 (Exhibit A Item 22), 1989).