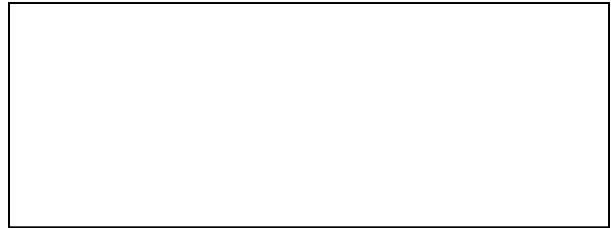


City of La Cañada Flintridge
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011
Phone 818-790-8880
Fax 818-790-7536



CLERK'S TIME STAMP

**CITY OF LA CAÑADA FLINTRIDGE
OFFICE OF THE CITY CLERK
REQUEST FOR PUBLIC RECORDS**

Received by: _____ via U.S. Mail Phone Call Over the Counter Other _____

Public Records Request #: PR-____ - ____

The California Public Records Act (Government Code 6250, et.seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. Copies are \$.20 for the first page and \$.10 thereafter per page. Audiotapes of Council meetings are \$5.00 per tape. Video tapes of Council meetings can be purchased for \$15.00 per Tape/DVD.

Name: _____ Date of Request: _____

Address: _____

Phone: _____ Email: _____

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 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 days.

If you need further assistance please call the City Clerk's Office at 790-8880 ext. 109
Sylvia Baca
City Clerk

FOR OFFICE USE ONLY

1. When completed by resident, submit Public Records Request Form to City Clerk's Office.
2. Clerk will route to Lead Department for response.
3. Lead Department to return completed response form to City Clerk's Office.

Lead Department: Administration City Clerk Finance Police Public Works Planning

Contact Person: _____ Time Spent: _____

CC: City Manager Department Heads _____ City Council _____

Charge(s) (if any): _____ (include postage charge)

Correspondence:

IM Memo: _____ Dept Rpt Received: _____ Initial Response Mailed: _____

Payment Received: _____ Copied & Mailed Docs: _____ Completed: _____

Comments: _____

*"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.