



City Clerk's Office Request for Public Records

In compliance with the California Public Records Act, Government Code Section 6250 *et seq.*,
The City of Irwindale is required to provide members of the public, upon request, any information relating to the conduct of the public's business that is prepared, owned, used or retained by the city, regardless of physical form or characteristics. Records that are exempt under the Public Records Act will not be available to the public.

INSTRUCTIONS

Type or print all information completely. Your request will be processed within ten calendar days. If, because of the nature of the request, it is not possible to furnish the information that you have requested within ten days, you will be notified within the ten-day processing period.

(Note: A fee of 25 cents per page will be charged for the copying of documents.
Charges also apply for media other than photocopies, e.g., CDs, cassettes, etc., at City cost.)

Name _____ Today's Date _____

Address _____ Telephone _____

(include zip code)

Document(s) / records requested (e.g., agreements, minutes, ordinances, resolutions, etc. – include subject, date of origination, etc.)

____ I would like to view the document(s) requested
____ I would like copies of the document(s) requested Number of copies _____

OFFICIAL USE ONLY

Department Referred to: _____ Date: _____
Deadline: _____ Received: _____

Approved: _____
Denied: _____ Reason: _____

Applicant Notified: _____ By: _____ Date: _____

Number of pages provided: _____