



# CITY OF PETALUMA

POST OFFICE BOX 61  
PETALUMA, CA 94953-0061

David Glass  
Mayor

Chris Albertson  
Teresa Barrett  
Mike Healy  
Gabe Kearney  
Dave King  
Kathy Miller  
Councilmembers

## REQUEST FOR PUBLIC RECORDS

NAME/COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The California Public Records Act gives members of the public the right to inspect and to obtain copies of reasonably identified, non-exempt, existing public records. Please list the requested records and be as specific as possible. City staff will be happy to assist records requesters by describing relevant City information technology, the location where records are kept, and by making suggestions for avoiding practical obstacles to obtaining the records sought. City staff will respond to most requests within ten (10) days of receiving a request. For some requests, such as those involving voluminous records, the City may take up to an additional fourteen (14) days to respond. The City will inform requesters when non-exempt records or parts of records will be provided, and whether any exemptions apply. The City will provide records requested in electronic form in the form requested if it is one in which the City maintains the records.

### RECORDS SOUGHT:

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### COPIES:

Would you like copies made? Yes No How many of each? \_\_\_\_\_  
Would you like electronic records emailed? Yes No

The City may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of public records. The direct cost of duplication of most City records is \$0.31 per page. City staff can provide copy charges for other media. Staff will inform requesters of estimated copying charges. Requests to ship copies may be subject to payment of shipping costs.

### STAFF USE ONLY:

Number of copies made at \$0.31 per page: \_\_\_\_\_  
Retrieval cost (if applicable): \_\_\_\_\_  
Shipping cost (if applicable): \_\_\_\_\_  
Amount due: \_\_\_\_\_

NOTES: \_\_\_\_\_

City Clerk  
11 English Street  
Petaluma, CA 94952

Phone (707) 778-4360  
Fax (707) 778-4554

E-Mail:  
cityclerk@ci.petaluma.ca.us