PUBLIC RECORDS REQUEST

Government Code § 6250 et seq. provides that any person may 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 will 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 called at the number indicated on this form once the information requested is available.

Date of request: ___________________  Email: ___________________

Name: ___________________  Phone #: ___________________

Company Name: ___________________  Fax #: ___________________

Address: ___________________________________________________________

Street
City
State
Zip

Document/Record Requested (be specific): ___________________________________________________________

__________________________________________________________

Completion of this form is voluntary, and not required by law. Completing the form will help staff conduct a focused and effective search for the records you are requesting. We appreciate your cooperation.

__________________________________________________________

number of pages: ________  @ 10¢ per page* = $ ________

Document Printing & Copying (per side/per page; $1.00 minimum; no charge for 9 copies or less)

number of oversized pages: ________  @ $5.00 per page* = $ ________

Document Printing Pages greater than 17x14 or color copies (per side/per page)

Audio/Video/DVD: ________  @ $5.00 each* = $ ________

TOTAL DUE: ________

Date completed: _______________ Date picked up: _______________

Cash: ________  Check #: _______________

*Pursuant to City of Folsom Resolution No. 9600 approved June 14, 2015

Updated January 2019