CITY OF LOS ALAMITOS

REQUEST FOR PUBLIC RECORDS

City Clerk's Office
3191 Katella Ave., Los Alamitos, CA 90720-5600
Phone: (562) 431-3538 Fax: (562) 493-0678

DATE RECEIVED

(date stamp)

Upon receipt of a request for City Records, the City shall determine within ten (10) days if the records are public and available within the City's records system and will notify the requestor of such determination. (California Public Records Act, Government Code Section 6250-6261).

I would like to do the following with the public records: ☐ Review ☐ Obtain Copies ☐ Receive electronically *(if applicable)*

Please list each document, file or record separately and describe the specific records as completely as possible.

_____

I/We, the undersigned, request records as indicated and agree to pay the City of Los Alamitos for duplication of these records and mailing costs (if applicable), at the time of receipt by me or my representative.

Fees	*Copies*	*$0.10 per page*
	Electronic	*No Fee, if document already exists electronically*

**Per Master Fee Schedule (subject to change)*

Name/Organization: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Signature: _____ Date: _____

Dates Records Picked Up: _____ Signature: _____

FOR INTERNAL USE ONLY

Reviewed by Clerk's Office	Department Notification	Response Provided	Notes
Approved ☐ Denied ☐ Date Required 10 Day: _____ 14 Day Extension: _____	Department(s): Date: Staff Initials: Fee: _____ Approximate Staff Time: _____	Date: Staff Initials: By: (check one) Picked Up ☐ Mailed ☐ E-Mailed ☐ Verbal ☐	