

## REQUEST FOR PUBLIC RECORDS

Government Code Section 6256 requires a public agency to respond within ten days upon receipt of public records request, whether filling the request or not, and shall notify the person making the request of such determination and the reasons for the determination. Requests for City documents must be made to the City Clerk. There is a \$.10 per page charge for copies of most public documents; there is a \$.10 per page charge for copies of FPPC filings. **Partial copies of documents will not be provided.**

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I wish to review \_\_\_\_\_ obtain copies \_\_\_\_\_ of the following public records:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Yes  No The City of Susanville may e-mail their response to this public records to the e-mail above.

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### DISPOSITION OF REQUEST

\_\_\_\_\_ Documents reviewed immediately \_\_\_\_\_

\_\_\_\_\_ Locating responsive documents; respond by this date \_\_\_\_\_

\_\_\_\_\_ Number of copies provided on \_\_\_\_\_  
by: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CC: City Attorney