

CITY OF SUSANVILLE
66 North Lassen Street
Susanville, CA 96130-3904
(530) 252-5100
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.**

.....
I wish to review _____ obtain copies _____ of the following public records:

1. _____

2. _____

3. _____

Name: _____
Address: _____
Telephone: _____
Dated this: _____ day of _____

.....
Disposition of Request:

_____ Documents reviewed immediately
_____ Locating responsive documents; respond by this date _____
_____ (Number) of copies provided on _____
by: _____

Comments:

CC: City Attorney