



## PUBLIC RECORDS REQUEST FORM

CITY OF GARDENA, CITY CLERK'S OFFICE

Phone: (310) 217-9565 / Fax: (310) 217-9683

Date Requested: \_\_\_\_\_ Received Via: ☐ Phone ☐ Counter ☐ Fax ☐ Mail

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Direct cost(s) for Duplication of Requested Records will be determined when records have been identified, you will be notified of the cost before the duplication process. Charge for duplication is .10 cents per page. Other fees apply depending on the request.

**Request for Records Relating to:** *(Please provide specific information as possible.) If you need assistance with this request or wish to review the records on site, please call the City Clerk's Office in advance to schedule an appointment. Thank you.*

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### YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.

**Government Code Section 6253** (a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

(c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. \*In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days.

\*\*\*Unusual Circumstances\*\* means the following, but only to the extent reasonably necessary to the proper processing of the particular request: (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request. (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein. (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

#### ----- FOR CITY CLERK OFFICE USE ONLY -----

Received by: \_\_\_\_\_

Forwarded to: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Delivered via: \_\_\_\_\_

Charge (if any): \_\_\_\_\_

Paid by: \_\_\_\_\_