



DATE STAMP

CITY OF MONTCLAIR PUBLIC RECORDS REQUEST FORM

THIS FORM MUST BE DATE STAMPED UPON RECEIPT

Pursuant to the California Public Records Act,^{CCS§6250-6276.48} any person may request a copy of an **IDENTIFIABLE** public record. Upon request, a copy shall be provided as soon as possible unless impracticable to do so. Be specific in your description of records sought. We will make every effort to respond to your request within ten days, the time period allowed by law to make a determination. The City may initiate a response extension of up to 14 days.^{CC §6253(c)} Response may consist of an estimated date of completion. The City is not required to create a new record or reformat the information contained in existing records.

Requester shall be responsible for any duplication, digital storage media, and postage costs. The fee for black and white letter-size copies is \$0.10 per printed side; other printing fees can be found in the current Master User Fee Schedule, which can be downloaded at <http://www.cityofmontclair.org/departments/city-clerk/public-records>.

Please complete the following information to assist us in locating the records being requested and transmit the form to the City Clerk's Office via personal delivery or US Mail: City of Montclair, 5111 Benito Street, P.O. Box 2308, Montclair, California 91763; Fax to (909) 621-1584; or email to cityclerk@cityofmontclair.org. If you need assistance, please call the City Clerk's office at (909) 625-9416.

I, the undersigned, hereby request the following document(s) (or portions thereof) as indicated below.

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Email: _____

Specific Information or Document(s) Requested *(please number separate requests)* :

Desired Format

Digital	Email	An e-mail address is required for digital documents to be sent via email. If file size is too large to deliver by email, you must provide or pay for a digital storage device on which to copy the records. The fee for providing records on a CD is \$1. CDs can be mailed, with the requester covering the cost of postage. Payment must be received prior to mailing.
	US Mail	
	Pickup	
Physical	US Mail	Please contact the City Clerk to determine document printing and mailing fees. Payment must be received before records are released to the requestor. A deposit may be required for voluminous print requests.
	Pickup	

If requested documents are copyrighted, we will contact you to schedule an appointment to view the documents; however, you must obtain permission from the copyright holder to obtain a copy.
