



City of Rancho Cucamonga

E-MAIL FORM TO CARRIE.PINCOTT@CITYOFR.C.US OR FAX TO 909-919-2905

REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

NOTE: Requests for videotapes are handled through the City Manager's Office

I am requesting to examine/copy the following public records:

Pursuant to California Government Code Section 6256, "Each agency, upon any request for a copy of records shall determine within 10 days after the receipt of such request whether to comply with the request and shall immediately notify the person making the request of such determination and the reasons therefore."

If more than 10 days are needed to determine if your records request will be complied with, you will be notified per Government Code Section 6253c advising that an extension is needed.

Date _____

Name _____ (Optional)

E-mail _____

Telephone _____

For Office Use Only

Records located and provided on (date): _____ No. Pages: _____ Copy Costs \$ _____

Unable to locate records requested _____ (Detail search efforts on reverse) Receipt No. _____

Processed by: _____ Time to Complete _____