### PUBLIC RECORDS ACT REQUEST FORM

**City of Bellflower – City Clerk’s Office**  
16600 Civic Center Drive, Bellflower, California 90706  
Email: cclerk@bellflower.org / Phone: (562) 804-1424, Ext. 2220

PLEASE NOTE THAT THIS FORM IS A PUBLIC RECORD AND ALL INFORMATION PROVIDED, INCLUDING THE REQUESTOR’S CONTACT INFORMATION, MAY BE SUBJECT TO PUBLIC INSPECTION.

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT, pursuant to California Government Code Section 7922.535, which, in part, provides that upon receipt of a request for public records, the City has ten (10) calendar days to notify the requestor of its determination as to whether there are public records responsive to the request and, if so, when those records will be available.

**Basic Fees:** Campaign Documents per Political Reform Act GC81008 – 10 cents per page; all other records 25 cents per page; $5.00 per CD/DVD; and postage costs, if applicable. Other applicable fees pursuant to the Comprehensive Fee Schedule.

<table>
<thead>
<tr>
<th>Requestor’s Name (Print)</th>
<th>Company or Organization (if applicable)</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Phone (Home/Business/Mobile)</td>
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<tr>
<td>Email Address</td>
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**Requestor’s Signature**

I am requesting to:  
- [ ] Review  
- [ ] Obtain a copy (Pick one:  
  - [ ] Pick-up  
  - [ ] Mail  
  - [ ] Email)

**Document Type:**  
- [ ] Building  
- [ ] Contract  
- [ ] Minutes  
- [ ] Ordinance  
- [ ] Resolution  
- [ ] Other

**Permits**

Please provide a detailed description of the public record(s) requested, i.e., name of document, date range, property address, and/or other applicable details that will assist with identifying the record.

Campaign Documents – Political Reform Act – GC81008: Public records; inspection and reproduction; time; charges

“(a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than the second business day following the day on which it was received. No conditions whatsoever shall be imposed upon persons desiring to inspect or reproduce reports and statements filed under this title, nor shall any information or identification be required from such persons. Copies shall be provided at a charge not to exceed ten cents ($0.10) per page. In addition, the filing officer may charge a retrieval fee not to exceed five dollars ($5) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement at the same time shall be considered a single request.”

Revised 01-09-23