



CITY OF RED BLUFF

555 Washington Street Red Bluff, California 96080 (530) 527-2605 Fax (530) 529-6878 www.cityofredbluff.org

PUBLIC RECORDS REQUEST APPLICATION

The California Public Records Act (Government Code 6250. et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. The City may charge the direct cost of duplication, which is not more than \$0.10 per 8 ½ by 11” page.

Name:	
Date of Request:	
Firm /Group:	
Email:	
Address:	
Phone Number:	

Description of Requested Record (s): Describe the public record(s) e.g., date, type of record, and time frame of record. Municipalities are not required to create records.

Government Code Section 6253 (c): Each agency, upon 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 therefore.¹

*Please note that actual copying of the records may take more time depending on the volume of documents requested, available staff, etc.

OFFICIAL USE ONLY

Date Received:	
Date Completed:	
Completed by:	
Pick up or Inspection Only:	
Non-existent Record (s):	
Amount Paid/ Department:	

¹ Government Code Section §6253 (c)