



Request for Public Records

*Requestor Name: _____

Request Date: _____

*Agency/Company: _____

*Phone No.: _____

*Address: _____

*Fax No.: _____

*Email: _____

**You are not required to provide this information, but it assists us in responding to your request*

Description of Requested Documents *(Please be as specific as possible)*: _____

**Services Requested: Inspection Copying (hard copy)
 Electronic Copy Other _____

Please see Reverse Side for Instructions.

**Building plans are available for inspection only unless authorizations required under CA Health & Safety Code 19851 are provided.

*****For City Use Only*****

Request Received via: Walk-in Mail Telephone
 Fax E-Mail Other _____

Date Request Received: _____

Forward to: City Attorney City Manager
 Human Resources Public Works
 Finance Information Systems
 Police Department Community Development
 Parks & Recreation City Clerk

DATE: _____

Release Approved By: _____
(If required) City Attorney

Date Documents Provided: _____

Copy Charge: _____ Time to Complete: _____ Assigned To: _____

City of Antioch
Office of the City Clerk
200 H Street
Antioch, CA 94509
925-779-7009

INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Government code Section 6250 *et. seq.*)

1. Requests for records must be submitted to the City Clerk at 200 H Street, Antioch, CA 94509. Requests will be processed in the order in which they are received. Requests may be submitted by mail, emailed to cityclerk@ci.antioch.ca.us, or by facsimile to (925) 779-7007.
2. Requests must be for records in the possession of the City of Antioch. Requests must also be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes an identifiable record, please let us know and we will be glad to assist you.
3. The City intends to notify you within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed in two to four weeks, or sooner.
4. The City may invoke an extension of time to determine whether to comply with your request if there is a need to :
 - a. Search for and collect the requested records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or City departments having a substantial interest in the determination of the request.
 - d. Compile data or construct a computer report to extract data (the cost of which you will be billed).
5. Particularly for larger requests, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered. If you are seeking numerous copies, you may be required to provide the City with a deposit before the records are copied.
7. There is a charge for the direct cost of duplication of \$.20/per page (\$.10/per page for FPPC forms). Payment must be made prior to release of records requested. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 30 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made, as the records will be returned to filing.
9. Certain records are generally exempt for disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provided that certain other records are specifically exempt from disclosure.