



## REQUEST FOR PUBLIC RECORDS

### Contact Information of Requester

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Preferred Method of Receiving Documents check one:

Fax # \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_  
 Use Requester Contact Information

Please be as specific and detailed as possible to enable City staff to identify and locate the documents requested. If known, please indicate in which department(s) the records reside. Also, please provide case number, address of property and any other pertinent information.

Case # \_\_\_\_\_ Department \_\_\_\_\_  
Address \_\_\_\_\_

Records or Documents Requested (Attach additional pages if needed):

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Office of the City Clerk  
100 Santa Rosa Avenue, Room 10  
Santa Rosa, CA 95405  
Phone 707-543-3015 Fax 707-543-3030  
cityclerk@srcity.org

If the City determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. Request for copies of identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. The City's copying cost is \$0.10 per page. Please submit a check or money order made payable to the City of Santa Rosa, Attn: City Clerk. Alternatively, if records exist in electronic format, those records may be emailed to the requestor in electronic format at no charge. Under Govt. Code § 6253(e) local agencies are under no obligation to create records that do not already exist at the time of the request.