DATE RECEIVED
(date stamp)

City of Downey

Request For Public Records

Upon receipt of a request for copies of City records, the City shall determine within ten (10) days if the records are public and available within the City's records system and will notify the requestor of such determination. (California Public Records Act [G.C. Section 6250-6261]).

Date Requested: _____ Number of Copies Requested:_____

Please list each document, file or record separately.
Please describe the specific records as completely as possible

I wish to: ☐ **Review**
☐ **Obtain copies of the following public records:**

I/We, the undersigned, request documents as indicated and agree to pay the City of Downey for copies at the rate of .60¢ for the first page, .10¢ for each additional page. (.10¢ per page for documents requested pursuant to the Political Reform Act, including campaign statements and contribution and expenditure reports) at the time of receipt by me or my representative.

Name/Organization

Mailing Address

Contact Phone Number E-mail Address Signature

Date Records Picked Up:_____ Signature of Requestor:_____

FOR INTERNAL USE ONLY			
Reviewed by City Clerk/Representative	**Department Notification**	**Response Provided**	**Notification (Date):**
Approved ☐ Denied ☐ If denied, reason:	Department(s): Date: Staff Initials:	Date: Staff Initials: By: (check one)	1st Attempt: 2nd Attempt: 3rd Attempt: Staff Initials:
Date Required 10 Day: _____ 14 Day Extension: _____	Fee: _____ Approximate Staff Time: _____	Picked Up: ☐ Mailed: ☐ Faxed: ☐ E-mailed: ☐ Verbal: ☐	

City Clerk Office Hours: Monday – Friday 7:30 a.m. to 5:30 p.m.
11111 Brookshire Ave.,Downey,CA 90241 Ph: (562) 904-7280 FAX: (562) 923-6388