

PUBLIC RECORD REQUEST FORM

CITY OF HAWTHORNE

Pursuant to Government Code Section 6256, any person may receive a copy of any identifiable public record or copy thereof. Upon request, an exact copy shall be provided unless impracticable to do so. The City, upon any request for a copy of records shall determine within ten (10) days after the receipt of such request whether such records exists or whether such records are exempt from the production requirement pursuant to one of the statutory exemptions. The City will provide written justification for invoking the exemption and explain why the exemption applies to any category of documents requested.

DATE: _____

NAME: _____

ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____

SPECIFY DEPARTMENT WHICH HAS DOCUMENTS WHICH YOU REQUESTED:

PLEASE DESCRIBE WITH SPECIFICITY THE RECORD (S) REQUESTED (i.e., type of document, date of document, who generated documented, etc.)

- THERE IS A FEE OF .10 PER PAGE FOR THE COST OF PHOTOCOPYING EACH REQUESTED DOCUMENT. THIS FEE IS TO BE PAID TO THE TREASURER'S OFFICE PRIOR TO RECEIVING/PROCESSING THE REQUEST. ORDINARILY, REQUESTING PARTY WILL BE NOTIFIED BY PHONE WHEN DOCUMENTS WILL BE READY FOR PICK-UP. IF DOCUMENTS ARE TO BE MAILED, REQUESTING PARTY WILL BE REQUIRED TO REIMBURSE THE CITY FOR MAILING COSTS.

NEED BY (date): _____ TIME: _____ AM/PM LOCATION/SERIES NO. _____

RECORD DISPOSITION: _____ NO. OF COPIES _____ CERTIFIED COPIES _____

MAIL _____ INTER/OFFICE MAIL _____ FAX NUMBER _____

DELIVER _____ WILL VIEW HERE _____ PICK-UP _____ CALL WHEN READY _____

PULLED BY _____ DATE: _____