



11710 E. Telegraph Road
Santa Fe Springs, CA 90670
Phone: (562) 868-0511
Email: cityclerk@santafesprings.org

Request for Copies of Public Records

Upon receipt of a request for City records, the City shall determine within 10 days if the records are available and subject to disclosure. In certain circumstances and with written notification, the 10-day period may be extended by an additional 14 days. A fee of 10¢ per page will be charged. To view the full text of the Public Records Act, please refer to GC Sections 6250-6276.

DESCRIPTION OF DOCUMENT(S): _____

Print Name: _____ Date: _____

Phone number or email where you can to be contacted: _____

CITY CLERK OFFICE USE ONLY

Date Received: _____ By: _____

City Attorney Notified: _____ Date Approved or Denied: _____

Extension Requested By: _____ Date Requestor Notified: _____

Sent to: _____ Date Sent: _____ Date Due: _____

No. of Pages Received: _____ Date Received (or notice of no record): _____

Sent to: _____ Date Sent: _____ Date Due: _____

No. of Pages Received: _____ Date Received (or notice of no record): _____

Sent to: _____ Date Sent: _____ Date Due: _____

No. of Pages Received: _____ Date Received (or notice of no record): _____

Date Requestor Notified: _____ Method: _____ Fees Paid: _____

Comments: _____
