

REFERENCE #: R F I - 15 - \_\_\_\_\_

OFFICE USE ONLY

Received By: \_\_\_\_\_

Date Stamp

Comments: \_\_\_\_\_  
\_\_\_\_\_



# Public Records Request Form

City of Elk Grove, Office of the City Clerk  
8401 Laguna Palms Way, Elk Grove, CA 95758  
Telephone: (916) 478-3635; Fax: (916) 627-4400

REQUESTOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(OPTIONAL)

CONTACT PREFERENCE  email  phone  fax  counter  US mail  
(OPTIONAL)

EMAIL: \_\_\_\_\_  
(OPTIONAL)

TELEPHONE: (     ) \_\_\_\_\_ FAX: (     ) \_\_\_\_\_  
(OPTIONAL) (OPTIONAL)

## INFORMATION / COPIES REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_  
(OPTIONAL)

I / We the undersigned, request documents as indicated and agree to pay for copies provided at the rate of ten cents (\$0.10) each page or the cost of reproduction to use an outside vendor if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice:** This form and the information provided by the requestor is a public record subject to public disclosure. Within 10 days from receipt of request, the City will notify the requestor whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the City of Elk Grove. If a request requires additional time to make a determination of the availability of records, requestor will be notified of an extension. State law limits this extension to 14 days. Records are subject to legal review prior to release. When notifying requestor of availability of records, the City will provide an estimated cost of any copies requested. Records not retrieved within 15 days of notification will be returned to storage. A new public records request will be required to initiate a new search and retrieval of requested records.