



Stamp Date Received

Please forward to City Clerk's Office

PUBLIC RECORDS REQUEST

The City of Dinuba has adopted the following policy statement in compliance with California Government Code Section 6253.

Any person may receive a copy of an identifiable public record not otherwise protected from public disclosure. Upon request, and subject to the appropriate fee, an exact copy shall be provided unless impracticable to do so. Computer and/or electronic data shall be provided in an appropriate form determined by the affected department. It shall be determined by the City Clerk within 10 days after the receipt of such a request whether it is possible to comply and shall notify the requestor of such determination and the reason therefore.

A fee of \$.10 per page will be charged for copies of public documents. Other media may be charged per direct cost.

Date: _____ Name: _____

Mailing Address: _____ Phone: _____

Record(s) Requested (be specific, i.e. title, type, approximate date, etc.):

Received by: _____	Date: _____	Completed: _____
Copy Charge: \$ _____	Paper Copy _____	Electronic Copy _____
Copies provided via: Mail _____ Fax _____ E-mail _____ Review _____		
Additional Information: _____		