



# Request for Public Records

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The California Public Records Act provides public access to certain records maintained by the City of Atwater. When a person makes a public records request, regardless of whether it is oral or written, the City shall **respond** in accordance with the provisions of the Act (California Government Code Section 6250 et. seq.) which require a response within 10 days from the receipt of the request.

**Please provide a description of the records that you would like to receive:**

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**Please provide your contact information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

**For legal counsel or insurance carrier requesting records:**

Name of party represented: \_\_\_\_\_

\*Include authorization for representation

You will receive a response to your request within 10 days. Please note that the Public Records Act allows the public entity to charge for the cost of duplication. Currently, the City of Atwater charges \$0.10 per reproduced page. The requesting party must be notified of the cost of producing the records before the records are made available. If the requesting party agrees to the cost, when payment is received the requested records shall be made available.

**Please submit to: [cityclerk@atwater.org](mailto:cityclerk@atwater.org)**

Received by: \_\_\_\_\_