



City of Folsom

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(916) 461-6035 • fax (916) 355-7328

PUBLIC RECORDS REQUEST

Government Code § 6250 *et seq.* provides that any person may receive a copy of an identifiable public record, (with some exceptions) unless impractical to do so. The City will determine, within 10 days of receipt of a request, whether it will comply with the request and will immediately notify you of the determination and the estimated cost for the records requested. The City will produce any existing documents responsive to your request that are not designated as privileged documents by Government Code § 6254 or otherwise exempt from production. You will be called at the number indicated on this form once the information requested is available.

Date of request: _____ Email: _____

Name: _____ Phone #: _____

Company Name: _____ Fax #: _____

Address: _____
Street City State Zip

Document/Record Requested (be specific): _____

Completion of this form is voluntary, and not required by law. Completing the form will help staff conduct a focused and effective search for the records you are requesting. We appreciate your cooperation.

_____ please do not write below this line – for office use only _____

number of pages: _____ @ 10¢ per page* = \$ _____

Document Printing & Copying (per side/per page; \$1.00 minimum; no charge for 9 copies or less)

number of oversized pages: _____ @ \$5.00 per page* = \$ _____

Document Printing Pages greater than 17x14 or color copies (per side/per page)

Audio/Video/DVD: _____ @ \$5.00 each* = \$ _____

TOTAL DUE: _____

Date completed: _____ Date picked up: _____

Cash: _____ Check #: _____

*Pursuant to City of Folsom Resolution No. 9600 approved June 14, 2015