



City of Hughson City Clerk's Office
7018 Pine Street
Hughson, CA 95328
Telephone: (209) 883-4054
Facsimile: (209) 883-2638

Date Stamp Received:

REQUEST FOR PUBLIC RECORDS

Your request will be processed in compliance with the Public Records Act. California Government Code § 6253.

Upon a request for a copy or inspection of records, the City shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Please note that you will be contacted when the information is available for pickup and/or inspection. All document duplication fees are due and payable in full and are based on the City's current fee resolution.

INFORMATION NEEDED:

Requested by: _____

On behalf of: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

I would like to: (Circle One) **INSPECT** or **COPY** (\$.10/page unless otherwise specified by law)
 the following documents: _____

Official Use Only

City Clerk
 Date to City Attorney: _____
 Dept. Fwrd To: _____

Department
 Copy fee: \$ _____
 Pmt Rec'd: ___ Check ___ Cash ___ CC

Deadline for Pick Up: _____

Request Completed By
 Staff Name: _____
 Date: _____
 Notes: _____