



City of Westminster Public Records Request

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are public and available within the City's records system and notify the citizen of such determination (see California Public Records Act (CGC 6250-6261) for full text of this act).

Photocopy fee: 30 cents per page

Date of Request: _____

Name of Requestor (optional) _____

Address (optional) _____

Telephone (optional) _____ Fax (optional) _____

E-Mail (optional) _____

Records Description

Subject / Title	Date	Type of Record
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

of copies requested: _____

Date Needed: _____

Copies will be made after appropriate fees have been paid.

(for office use only)

Total Number of Pages _____ Copying Costs: _____ Fee: _____

Received by _____ Date _____ Completed _____

Assigned to: _____

Time Spent Assisting Requestor: _____ (SB 90 reimbursement)

Time Spent Researching / Locating Documents _____ (not reimbursable)

Date Mailed / Delivered / Picked up _____ Finance Coding: _____

Paid Cash _____ Check _____