

# PUBLIC RECORDS REQUEST



<p>*Requestor Name: _____</p> <p>*Agency/Company: _____</p> <p>*Address: _____</p> <p>_____</p> <p><b>*You are not required to provide this information but it assists us in responding to your request.</b></p>	<p>Request Date: _____</p> <p>*Phone No.: _____</p> <p>*Email: _____</p> <p>_____</p>
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**ADDRESS FOR WHICH YOU ARE REQUESTING INFORMATION:**

**Documents Requested:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Business License       | <input type="checkbox"/> Permit History                | <input type="checkbox"/> Residential Health & Safety Inspection |
| <input type="checkbox"/> Business Permit        | <input type="checkbox"/> Plans (**for inspection only) | <input type="checkbox"/> Zoning                                 |
| <input type="checkbox"/> Code Violation History | <input type="checkbox"/> Other                         |   |

\*\* Building plans are available for inspection only, unless authorizations requested under CA Health & Safety Code 19851 are provided.

- Services Requested:**  Inspection  Copying (hard copy – generally 10 cents per page)\*\*
- Electronic Copy  CD/DVD ( \$10.00)\*\*\*

\*\*\* Certain larger documents, plans or electronic medium may have a higher duplication cost.

Please see reverse side for instructions:

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**FOR OFFICE USE ONLY**

Date Request Received: \_\_\_\_\_

- Forwarded on \_\_\_\_\_ to:
- |   |  |
|---|--|
| <input type="checkbox"/> City Attorney        | <input type="checkbox"/> Finance             |
| <input type="checkbox"/> City Clerk           | <input type="checkbox"/> Human Resources     |
| <input type="checkbox"/> City Manager         | <input type="checkbox"/> Information Systems |
| <input type="checkbox"/> Community Services   | <input type="checkbox"/> Police Department   |
| <input type="checkbox"/> Development Services | <input type="checkbox"/> Public Works        |

Release Approved by City Attorney: \_\_\_\_\_

Date Requestor Notified: \_\_\_\_\_

via phone \_\_\_\_\_ via email \_\_\_\_\_

Date Records Produced: \_\_\_\_\_

Copy Charge: \$ \_\_\_\_\_

## INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Government code Section 7920 *et. seq.*)

1. Requests for records should be submitted to the City Clerk's Office at 1000 Gateway Avenue, San Pablo, CA 94806. Requests will be processed in the order in which they are received. Requests may be submitted by mail, email to [CityClerk@SanPabloCA.gov](mailto:CityClerk@SanPabloCA.gov) (include email address).
2. Requests must be for records in the possession of the City of San Pablo. Requests must also be focused and specific and must reasonably describe identifiable records (Gov. Code Sec. 7922.530 and 7922.600). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes an identifiable record, please let us know and we will be glad to assist you.
3. The City intends to notify you within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. The City may invoke an extension of time to determine whether to comply with your request if there is a need to:
  - a. Search for and collect the requested records from field facilities.
  - b. Search for and examine a voluminous number of records.
  - c. Consult with another agency or City departments having a substantial interest in the determination of the request.
  - d. Compile data or construct a computer report to extract data (the cost of which you will be billed).
4. Particularly for larger requests, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
6. There is a charge for the direct cost of duplication of \$.10/per page, or \$10.00 for a CD/DVD. Payment must be made prior to release of records requested. If the documents requested exceed 50 pages or include larger, difficult to copy items, a deposit may be required before the copies are made.
7. Records available for review and/or copies of records requested will be available for 30 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made, as the records will be returned to filing.
8. Certain records are generally exempt for disclosure pursuant to Government Code Section 7922.000, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provided that certain other records are specifically exempt from disclosure.