



# Office of the City Clerk Request for Public Records

10200 Slater Avenue  
Fountain Valley, CA 92708  
Phone: (714) 593-4445  
Fax: (714) 593-4494

Requestor Name: \_\_\_\_\_

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

Agency/Company: \_\_\_\_\_

Phone No.: \_\_\_\_\_

\_\_\_\_\_

Fax No.: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Description of Requested Documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services Requested:     Inspection                       Copying                       Inspection & Copying  
                                  General Information         Other \_\_\_\_\_

(Written requests are strictly voluntary and are not required to be in writing.)

\*\*\*\*\* **FOR CITY USE ONLY** \*\*\*\*\*

Request Received via:     Walk-in                       Mail                       Telephone  
                                  Inter-Department         E-Mail                       Other

Forward to:             City Attorney                       City Manager  
                              Human Resources                 Planning Department  
                              Finance                               Fire Department  
                              Police Department                 Housing & Community Development  
                              Community Services               Public Works Department  
                              Field Services Department

Approved By: \_\_\_\_\_  
(If needed)    City Attorney

Date Request Received: \_\_\_\_\_      Time to Complete: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Documents Provided: \_\_\_\_\_  
\_\_\_\_\_

Copy Charge: (10¢ per page) \_\_\_\_\_

**NOTE TO STAFF: Return any and all requested information to the City Clerk's Office for release to Customer**

## **INSTRUCTIONS FOR REQUESTING RECORDS**

(California Public Records Act, Government code Section 6250 *et. seq.*)

1. Requests for Records must be submitted to the City Clerk's office at 10200 Slater Avenue, Fountain Valley, California 92708. Written requests are not required. However, for documents that are not readily available, the Written Request Form assists the City in providing more efficient services. Requests will be processed in the order in which they are received. A Request for Public Records form can be faxed to you by calling 714-593-4445. The form is also available on the City's website ([www.fountainvalley.org](http://www.fountainvalley.org)). Requests may be submitted by facsimile to 714-593-4494.
2. Requests must be for Records in the possession of the City of Fountain Valley. Requests should be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes and identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. Your request will be processed as promptly as possible.
4. The City may invoke a 14 working day extension of time to determine whether we are able to comply with your request. There may be 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.
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. 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.
7. There is a charge for the direct cost of duplication of 10¢ per page. Payment must be made prior to the release of records. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 10 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.