



## REQUEST FOR PUBLIC RECORDS

Date Stamp

Office of the City Clerk  
City of San Juan Capistrano  
32400 Paseo Adelanto  
San Juan Capistrano, CA 92675

The California Public Records Act (Gov Code 6250 et. seq.) was enacted to ensure public access to public records. Completing this form will assist us in accurately and efficiently fill your request. Your request should describe an identifiable record, or records that are within the possession of the City.

Common associated costs for reproduction of records include: \$0.20/copied page, \$0.20/per page fax, \$0.20/per page scanned (if not already imaged and only by request), \$4 per copied audio tape, \$6 per copied audio CD-ROM and/or per CD-ROM of electronic records. Fees must be paid in advance of reproduction efforts. Records that cannot be reasonably reproduced by City Hall staff must be duplicated by a bonded copy service, approved by the City Clerk, and at the expense of the requestor. Such arrangements may be made through the City Clerk.

Please see the reverse side of this request form for addition information concerning your request.

I wish to  Review  Obtain Copies of the following public records:

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Requestor Contact Information: NAME: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

----- Office Use Only -----

Disposition of Response:

Ten-Day Response Period: \_\_\_\_\_ Records Due to City Clerk \_\_\_\_\_

Copies to: City Manager, City Attorney, City Council and

- |   |   |
|---|---|
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Development Services |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Utilities Department |
| <input type="checkbox"/> Public Works       | <input type="checkbox"/> Human Resources      |
| <input type="checkbox"/> Police Services    | <input type="checkbox"/> City Manager         |

# **CITY OF SAN JUAN CAPISTRANO**

## **IMPORTANT INFORMATION CONCERNING RESPONSE TO REQUESTS FOR PUBLIC RECORDS**

Requests for public records will be processed pursuant to the California Public Records Act (Government Code §6250 et. seq.). The City Clerk will respond to all requests as soon as possible, but not later than 10 days from receipt of the request. In unusual circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request. No notice shall specify a date that would result in an extension of more than 14 days. All responses to a request for public records will be made during posted office hours.

All requests for public records must describe an identifiable record(s) in the possession of the City. The request must be sufficiently focused and specific to allow the City to locate the requested record with reasonable effort. In responding to the request, the City will use records management tools available to City staff, such as indexes and lists, to locate the records requested. Small quantities of records are stored in a manner to allow for word searching, which will be performed where possible.

Public records may be reviewed only under the supervision of city staff, to ensure the integrity of the records. Records may not be removed from files, altered, destroyed, folded or in any other way mishandled. The requestor may only use paper clips or other devices provided by the City Clerk to identify records for reproduction.

**THE REQUESTOR IS RESPONSIBLE FOR  
DIRECT COSTS IN RESPONSE TO THIS REQUEST FOR PUBLIC RECORDS**

### **Hours of Operation**

7:30 am to 5:30 pm, Monday – Thursday

7:30 to 4:30 pm, Friday

(949) 493-1171 - phone ♦ (949) 493-1053 - fax