

# CITY OF AUBURN

OFFICE OF THE CITY CLERK

## REQUEST FOR PUBLIC RECORDS

Date requested:

Date required:

Please list each document, file or record separately

- I wish to  Review  
 Obtain copies of the following public records:

*I/We, the undersigned, request documents as indicated and agree to pay the City of Auburn for copies at the rate of **twenty-five cents per page** (ten cents per page for documents requested pursuant to the Political Reform Act) at the time of receipt by me or my representative.*

Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Signature: \_\_\_\_\_

FAX Number: (     ) \_\_\_\_\_

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

### FOR INTERNAL USE ONLY

Reviewed by City Clerk: Approved  Denied

Signature: \_\_\_\_\_

Reason, if denied: \_\_\_\_\_

**Disposition of Request:** Documents/response provided on (date)

By:  Mail  Pick-up  FAX  Email  Delivered  Verbal  Phone

Comments: \_\_\_\_\_

Date Completed:

Staff Member(s):

Staff Time:

*Office Hours 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday thru Friday  
1225 Lincoln Way, Rm 7, Auburn, CA 95603 ♦ (530) 823-4211 x112*

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. In recent years the City of Auburn has experienced a substantial growth in the volume of requests for public records and the staff time required to respond to such requests, particularly with respect to requests for documents relevant to disputes between private parties. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters and private investigators, the process by which the City will respond to requests for records under the Public Records Act.

1. All requests for public records shall be in writing on a form prescribed by the City Clerk,
2. The Assistant City Clerk will respond to all requests as soon as possible, but not later than the ten-day period, or extensions thereof, as provided by Government Code Section 6253.
  - a. The Assistant City Clerk shall review the request and determine whether the request seeks identifiable records and, if not, the Assistant City Clerk shall assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b. The Assistant City Clerk shall request all City Departments which may have the records requested to search their files and report back to the Assistant City Clerk whether the Department has the records and, if so, when the records can be made available to the person seeking them.
  - c. The Assistant City Clerk shall respond to the person requesting records by advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and physical location in which the records exist, and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the Assistant City Clerk will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act.
  - d. If a request is made for copies of the records, the Assistant City Clerk shall also advise the person requesting copies of the estimated cost to copy the requested records.
  - e. The person requesting the copies shall pay the per page charge for copying as set forth by resolution of the City Council for all copies requested. The Assistant City Clerk shall not make the requested copies until a deposit in the amount of the estimated copying cost is received and shall not release the copies until the full copying cost is paid.
3. In accordance with the Public Records Act, the City will provide only specific identifiable records but will not research City records for particular types of information or analyze information which may be contained within public records.
4. The City will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

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