



# CITY OF YORBA LINDA PUBLIC RECORDS ACT REQUEST FORM

**TO BE COMPLETED BY THE REQUESTOR**

Upon receipt of a request for City records, the City shall determine within ten (10) days whether the request seeks copies of disclosable public records in possession of the City. (Government Code § 6250-6261).

Specify Type of Request: \_\_\_\_\_ Inspection \_\_\_\_\_ Copies

Please specify documents requested for inspection and/or copying. To assist the City in your request, please identify each requested record/document separately. Please be as focused and specific as possible. Non-specific or unfocused requests may cause a response to be delayed. Attach additional sheets if needed.

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

### **OPTIONAL**

Requestor's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **FOR CITY USE ONLY**

**Date Received Stamp**

Due Date: \_\_\_\_\_

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

Number of Copies: \_\_\_\_\_

Copy Fee: \_\_\_\_\_

Cc: Department (s) with Records:  
\_\_\_\_\_

City Clerk's Office

(714) 961-7150

Office Hours: 7:30 a.m. – 5:30 p.m. Monday – Thursday  
8:00 a.m. – 5:00 p.m. Friday – Closed on Alternate Fridays  
4845 Casa Loma Avenue, Yorba Linda 92886