# PUBLIC RECORDS REQUEST

**City of La Puente**
**City Clerk's Office**
15900 E. Main Street
La Puente, CA 91744
626-855-1500
cityclerk@lapuente.org

(Date stamp)

All requests for records are processed in compliance with the California Public Records Act (Gov. Code, § 6250 et seq.) ("the Act").

Upon receipt of a request for records, the City shall, within 10 days from receipt of the request, determine whether the request seeks disclosable records in the possession of the City and shall notify the requestor of the determination. In certain circumstances, the time for the City to respond may be extended by written notice to the requestor, pursuant to the provisions of the Act. The charge for copies is 10¢ per page and payment is due prior to copies being made.

Please complete the following information to assist City staff in locating the records being requested.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Email: _____

Document(s) being requested. ***Please be specific in your description.***

_____

_____

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_____

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_____

(Office use only)

Date due: _____ Date responded: _____ Fees: _____ Initials: _____