

Fax # 661-723-5847

**CITY OF LANCASTER
OFFICE OF THE CITY CLERK
REQUEST FOR PUBLIC RECORDS**

City Clerk Date Stamp

DATE: _____

NAME: _____ PHONE: _____

COMPANY: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS (OPTIONAL): _____

Please print clearly

INFORMATION REQUESTED: (PLEASE BE VERY SPECIFIC)

RECORDS ACT, Government Code §6250-6268

The California Public Records Act was created to “guarantee access to information concerning the conduct of the people’s business..a fundamental and necessary right of every person in this state.” Public records are open to inspection during the office hours of the City and every person has a right to inspect public records, except as provided for by law. You have the right to a copy of any identifiable public record. There may be occasions when it is impractical to provide an immediate copy, for review or duplication; therefore, you will be notified of the time delay within ten days. If, for some reason your public records request cannot be granted, you will be notified within ten days of the receipt of the request, pursuant to Government Code §6250-6268.

YOU WILL BE CONTACTED WHEN THE INFORMATION IS READY

City Clerk Use Only	
_____ Mail	Copy Cost: _____
_____ Pickup	Postage: _____
_____ Phone when ready	Total Due: _____

THANK YOU FOR YOUR INTEREST IN OUR CITY’S RECORDS

White – City Clerk Copy

Yellow – Customer Copy