

**City of Larkspur**  
**REQUEST FOR PUBLIC RECORDS**

*Plans with Architect/Engineer or other professional's seals and/or signature must have the permission of the professional and/or property owner before they can be photocopied. Please ask for assistance with this type of request.*

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<b>Requestor (Print Name)</b>	<b>Date</b>
<hr/>	
<b>Requestor's Address</b>	<b>Phone #</b>
<hr/>	
<b>Signature</b>	<b>Email</b>

Services requested:  Inspection    Copying    General Information    Other: \_\_\_\_\_

List the requested records. Be as specific as possible. City staff will assist in identifying responsive records by, where appropriate, describing relevant City information technology, the location of the records, and providing suggestions for avoiding practical obstacles to records access. City staff may request clarifying information that could help identify the records sought. Within 10 days of receipt of a request the City staff will determine whether the request seeks non-exempt records or parts of records in the City's possession and inform the requestor. In some circumstances the City may have up to an additional 14 days to make its determination upon proper notice to the requestor. The City will inform requestors of the time and date when non-exempt records or parts of records will be made available. (California Government Code §§6253, 6253.1)

**Requested Documents/Information – Please be specific:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COPY POLICY:** The City may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of City records. The direct cost of duplication of most City records is \$.15 per page. The statutory fee that applies to copies of reports and statements filed under the Political Reform Act (Form 700; Campaign Disclosure Forms) is \$.10 per page. Such requests may also be subject to a retrieval fee of \$5.00 per request. City staff can provide copy charges that apply to other media. Requests to ship copies may be subject to payment of shipping costs (California Government Code §§6253, 81008)

\*\*\*\*\*For city use only\*\*\*\*\*

Date received: \_\_\_\_\_ Received By: \_\_\_\_\_

**Submit *Request for Public Records* form to City Clerk.**

Assigned To: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

**Return completed *Request for Public Records* form to City Clerk.**