



PUBLIC RECORD REQUEST

Request No. Issued

Department Date and Time Stamp
Please forward copy to the
City Attorney's Office

The City of El Monte is pleased to provide you with an identifiable public record and will make every attempt to assist you in identifying records sought. If the record is easily identifiable, retrievable and not exempt from disclosure, it will be provided immediately. However, records requests that are voluminous or non-specific may require research and/or retrieval time. You will be informed at the time you make your request the estimated time the record can be provided. There is no charge for viewing records. By law the City may request the payment of fees covering the direct cost of duplication. (Government Code Section 6253(b)) In order to assist in identifying the record sought, please complete the information below providing specific information and dates. If you are requesting records maintained pursuant to the Political Reform Act (campaign statements or statements of economic interests), you are not required to list your name, address or phone number. **(NOTE: A COPYING FEE OF \$.15 CENTS PER PAGE IN EXCESS OF 10 PAGES, WILL BE CHARGED FOR THE COPYING OF DOCUMENTS AND RECORDS.)**

Date: _____

Name of Requestor: _____

Address: _____ **Phone:** _____

(optional)

Record(s) Requested:

Period(s) covered by record (month/year through month/year): _____

For Office Use Only

Received By: _____ Assigned to: _____

Time Spent: _____ Date/Time Completed: _____

Additional Information: _____

Cost: _____ Dated Mailed/Delivered/Picked up: _____

Non-Disclosure Statement

Exempted Material: _____ Category: _____