



City of Downey

City Clerk's Office

11111 Brookshire Avenue, Downey, CA 90241

PH: (562) 904-7280 Fax: (562) 923-6388

Email: cityclerk@downeyca.org

DATE RECEIVED

10 DAY: _____

14 DAY: _____

REQUEST FOR PUBLIC RECORDS

Please complete this form and submit it to the City Clerk's Office. Upon receipt, the City shall determine within ten (10) days if the records are public and available within the City's records system and will notify the requestor of such determination. (California Public Records Act [G.C. Section 6250-6261]).

Fees for records: \$0.60¢ for the first page, \$0.10¢ for each additional page. \$0.10¢ per page for documents requested pursuant to the Political Reform Act, including campaign statements and contribution and expenditure reports. Records maintained digitally by the City, will be provided digitally, free of charge via email.

I WISH TO: REVIEW OBTAIN COPIES NUMBER OF COPIES _____

Please list each document, or record separately and describe the specific records as completely as possible. Include date range, time, and address, if applicable.

IF REQUEST IS FOR MEDICAL INFORMATION, IS MEDICAL RELEASE WAIVER ATTACHED?

Attaching legal documentation is required to verify you are the parent, conservator, guardian, executor of a decedent's will, or have medical decision-making authority for the individual.

N/A YES NO Your request will be delayed until legal documentation is received.

Name/Organization

Mailing Address

E-Mail Address

Contact Phone Number

Signature

Date Records Picked Up: _____ Signature of Requestor: _____

