



**City of Modesto  
 City Clerk's Office  
 1010 Tenth Street, 6<sup>th</sup> Floor  
 Modesto, California 95355  
 Telephone: (209) 577-5396  
 Facsimile: (209) 571-5152**

**REQUEST FOR PUBLIC RECORDS**

Your request will be processed in compliance with the Public Records Act. California Government Code § 6253.

Upon a request for a copy or inspection of records, the City shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Please note that you will be contacted when the information is available for pickup and/or inspection. All document duplication fees are due and payable in full and are based on the City's current fee resolution.

**INFORMATION NEEDED:**

Requested by: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I would like to: (Circle One) **INSPECT** or **COPY** (\$ .10/page unless otherwise specified by law)  
 the following documents: \_\_\_\_\_

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**Official Use Only**

*City Clerk*  
 Date to City Attorney: \_\_\_\_\_  
 Dept. Fwr'd To: \_\_\_\_\_

*Department*  
 Copy fee: \$ \_\_\_\_\_  
 Pmt Rec'd: \_\_\_ Check \_\_\_ Cash  
 Deadline for Pick Up: \_\_\_\_\_

**Request Completed by:**  
 Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_