



City of Riverbank

Office of the City Clerk / Elections

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PUBLIC RECORDS / INFORMATION REQUEST FORM

Your request will be processed in compliance with the Public Records Act
(California Government Code Section 6250-6270)

Date: _____ Phone: _____

Name: _____

Mailing Address: _____

Documents Requested:

Note: Under Government Code Section 6256, the City of Riverbank has ten (10) days to determine whether to comply with the request and shall inform the requestor of such determination and the reasons for such determination.

Persons requesting copies shall be charged the direct costs of duplication (\$0.10 per page or \$0.75 per DVD) as authorized under Government Code Section 6257. **Persons requesting copies are required to identify records and documents (for example, "staff reports", "receipts", "and contracts"). Merely requesting "all documents" relating to a certain subject is insufficient for the City to locate records with reasonable effort. (See State of Board of Equalization v. Superior Court [1992] 10 Cal. App. 4th 1177). The City of Riverbank is not required to compile information in order to respond to Public Records Act requests.

(City STAFF TO COMPLETE THE FOLLOWING)

Date Request fulfilled: _____

Date Request denied: _____

Written explanation of denial attached: