



CITY OF COALINGA
The Sunny Side of the Valley

Public Request Form

Date Requested	Identify the Document Requested	C-Copy I-Inspection	Date Provided

Name: _____ Phone: _____

Address: _____ City/State: _____

Procedure

This form is provided to assure compliance with the California Public Records Act, Government Code 6253 et.al. Which provides, in part, that “Any person may receive a copy of any identifiable public records”. Generally, where a single, and clearly identified document is requested, it is the policy of the City of Coalinga to provide requested records within a reasonable time, but with the time allowed by law. Under normal circumstance, requested documents can be copied and provided within 1-10 days. Should the request not be sufficiently clear in identifying a record, notification will be given to the requestor and a clarification sought.

Copying Charges

Further, it is the policy of the City of Coalinga to charge for copies of requested records at the rate of \$0.28.