



FOR CITY CLERK'S OFFICE USE

Received by: \_\_\_\_\_

# PUBLIC RECORDS ACT REQUEST FORM

OFFICE OF THE CITY CLERK

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Requestor's Email: \_\_\_\_\_

Requestor's Telephone: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DESCRIPTION OF REQUEST

Property Address, Project Name, etc.: \_\_\_\_\_  
\_\_\_\_\_

Time Period:

Please provide as much detailed information as possible regarding the records you seek. e.g. specific date(s), name(s), location, address, department, forms or report description, etc. (add pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

Please submit completed form to City Clerk's Office in person or via email: [cityclerk@carson.ca.us](mailto:cityclerk@carson.ca.us)  
There is a no fee for making a public records request. The City may, however, charge for the cost of duplication if a requester wishes to have a physical copy of records (currently \$1.00 for first page and \$0.25 additional page; \$20.00 per CD/DVD; \$5.00 per Certification (Resolution No. 17-069)