City of Avenal

919 Skyline Blvd • Avenal, California• 93204
(559) 386-5766 • fax (559) 386-0629

PUBLIC RECORDS REQUEST

In addition to authorize inspection of public records, Government Code §§ 6250 et seq. provides that any person may receive a copy of an identifiable public record (with some exceptions) unless impractical to do so. The City will determine within ten (10) days of receipt of a request, whether it will comply with the request and will promptly notify you of the determination and estimated cost for copies of the records requested. The City will not produce any existing documents in response to your request that are designated as privileged documents by Government Code § 6254 or otherwise exempt from production. You will be notified at the number indicated on this form when requested document are available.

Date of request: _____ Email: _____

Name: _____ Phone: _____

Company Name: _____ Fax: _____

Address: _____
Street City State Zip

Document/Record Requested (be specific): _____

_____

_____

_____

Completion of this is voluntary, and not required by law. Completing this form will assist staff to conduct a focused and effective search for records you are requesting. We appreciate your cooperation.

Please do not write below this line – for official use only

Number of pages: _____@ $0.25 per page = $_____

Number of oversize pages: _____@ $0.25 per page =$_____

TOTAL DUE: _____

Date completed: _____ Date picked up: _____

Cash: _____ Check#: _____