



REQUEST FOR PUBLIC RECORDS

DATE STAMP

CITY OF COVINA
CITY CLERK OFFICE/RECORDS MANAGEMENT
125 E College Street
Covina CA 91723
(626) 384-5430 - Office (626) 384-5425 - Fax

To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specific records you are requesting. Public records are open to inspection during City Hall office hours and every person has a right to inspect and request a copy of any identifiable public record, except as required or exempted by law. Please note there may be occasions when staff must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. The City Clerk's Office will notify you within 10 days of receiving the request of its determination and whether it may be necessary to request a 14-day extension to provide a determination.
(Public Records Act, Gov't Code §6250-6268)

Requestor Information:

Name: _____ Date: _____

Company: _____

Mailing Address: _____

City: _____ State/Zip Code: _____

Phone #: _____ Fax #: _____

Cell Phone #: _____ E-mail: _____

Requested Records:

Copies of public documents shall be provided to the public at a cost of 10¢ per page, pursuant to Covina City Resolution No. 07-6623.

City Clerk Office Use Only

Taken by: _____	Copy cost: _____
Due date: _____	Postage: _____
Notified: _____	Total cost: _____