

INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Government code Section 6250 *et. seq.*)

1. Requests for records must be submitted to the Records Manager in the City Clerk division at 1110 West Capitol Avenue, Third Floor, West Sacramento, CA 95691. State law does not require a written request for records, nor does it require a person to disclose personal information to receive public records. Therefore, this Request for Public Records form is not a requirement for receiving copies of public records. Requests will be processed in the order in which they are received. A Public Records Request form can be faxed to you by calling 916-617-4500. The form is also available on the City's website (www.cityofwestsacramento.org). Requests may be submitted by facsimile to 916-372-8765.
2. Requests must be for records in the possession of the City of West Sacramento. Requests must also be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes an identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed in two to four weeks, or sooner.
4. The City may invoke a 14 working day extension of time to determine whether to comply with your request if there is a need to:
 - a. Search for and collect the requested records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or City departments having a substantial interest in the determination of the request.
 - d. Compile data or construct a computer report to extract data.
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
7. There is a charge for the direct cost of duplication pursuant to The City's Book of fees. Payment must be made prior to release of records requested. If the documents requested exceed 50 pages, a deposit may be requested.
8. Records available for review and/or copies of records requested will be available for 10 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made.
9. Certain records are generally exempt for disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provided that certain other records are specifically exempt from disclosure.



Office of the City Clerk Request for Public Records

Requestor Name: _____

Request Date: _____

Agency/Company: _____

Phone No.: _____

Address: _____

Fax No.: _____

Email: _____

Description of Requested Documents: _____

If building related; type of record (s) requested:

- New Construction Residential Tenant Improvement Environmental Sprinklers
- Certificate of Occupancy Site Plan Code Enforcement

Date of record(s): _____

Please explain in detail why you are requesting the above mentioned documents in order for us to retrieve the correct information:

- Services Requested:
- Inspection Copying Inspection & Copying
 - General Information Other _____

★★★★★★★★★★★★★★★★★★★★★★For City Use Only★★★★★★★★★★★★★★★★★★★★★★

- Request Received via:
- Walk-in Mail Telephone
 - Inter-Department E-Mail Other _____

Department Forwarded to: _____ DATE: _____

Approved by City Attorney (if needed): _____

Date Request Received: _____ Date Documents Provided: _____

Copy Charge: _____ Assigned To: _____