



# PUBLIC RECORDS REQUEST

Request Date: \_\_\_\_\_ Is request made under provisions of SB 1421? Yes\_\_ No\_\_

A response to your request will be filled as soon as possible, but **no later than 10 days from the date of request**, unless the response time is extended by the City's written notification to you. If for any reason we are unable to provide the information or the information requested is not available, you will also be notified in writing. (See Government Code Section 6253)

Requesting Party Contact Information:

\_\_\_\_\_  
(company name and contact person)

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(address)

\_\_\_\_\_  
(email address)

( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
(phone/extension number)

Information Requested: Please be as detailed as possible – give dates, names of parties involved, precise location, etc.

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

Please Mail, Hand Deliver, Fax or Email the **Public Records Request** form to:

City of Fullerton  
City Clerk's Office  
303 W. Commonwealth Avenue  
Fullerton, California 92832-1775  
Phone: (714) 738-6350  
Fax: (714) 525-8071  
CityClerksOffice@cityoffullerton.com