



# CITY OF PERRIS

Office of the City Clerk

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## PUBLIC RECORDS REQUEST

(Government Code Sec. 6257)

(Gov't Code Sec. 6257)

"Except with respect to public records exempt by express provisions of law from disclosure, each state or local agency, upon any request for a copy of records, which reasonably describes an identifiable record, or information produced therefrom, shall make the records promptly available to any person, upon payment of fees covering direct costs of duplication, or a statutory fee, if applicable."

( ) I am requesting a copy of a public record specifically identified as:

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

(TO BE COMPLETED BY CITY CLERK'S OFFICE)

Standard Paper Copy 1<sup>st</sup> page: .50 = \$ \_\_\_\_\_ ( ) Copies to be mailed to requester  
Standard Paper Copy 2<sup>nd</sup> page & after .20 = \$ \_\_\_\_\_  
FPPC Documents: \_\_\_\_\_ @ .10 = \$ \_\_\_\_\_ ( ) Copies to be picked up by requester  
Number of Audio Tapes: \_\_\_\_\_ @ 7.00 = \$ \_\_\_\_\_  
Number of Video Tapes: \_\_\_\_\_ @ 14.00 = \$ \_\_\_\_\_  
Number of CD or DVD: \_\_\_\_\_ @ 14.00 = \$ \_\_\_\_\_  
Number of Certified Copy \_\_\_\_\_ @ 10.00 = \$ \_\_\_\_\_  
Mailing Cost: \$ \_\_\_\_\_  
Subtotal: \$ \_\_\_\_\_  
Tax: \$ \_\_\_\_\_  
TOTAL FEE: \$ \_\_\_\_\_ Date Fee Received: \_\_\_\_\_  
Mailed by: \_\_\_\_\_ Date: \_\_\_\_\_ Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_