



Office of the City Clerk  
5050 Clark Avenue  
Lakewood, California 90712  
562/866-9771 ext. 2200  
cityclerk@lakewoodcity.org

## REQUEST FOR PUBLIC RECORDS

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

COMPANY/ORGANIZATION (if applicable) \_\_\_\_\_

ADDRESS INCLUDING CITY AND ZIP \_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_

(check one)  CELL  HOME  WORK

\_\_\_\_\_  
(check one)  CELL  HOME  WORK

I AM REQUESTING TO:  REVIEW  OBTAIN COPIES (check one:  Pick-up  U.S. Mail  Email)

EMAIL ADDRESS: \_\_\_\_\_

### DESCRIBE THE PUBLIC RECORDS REQUESTED

(Please be as specific as possible, i.e., name of document, date range, property address and any other details that will assist with identifying the record.)

**Your request will be processed in compliance with the Public Records Act. California Government Code §6253.**

Upon a request for a copy or inspection of records, the City shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Please note that you will be contacted when the information is available for pickup and/or inspection, or the information may be emailed to you at your request. In accordance with the Lakewood Municipal Code §2542, copies of public records are available at the rate of \$.25 per page (\$.10 for FPPC Filings).