



<u>For Department Use</u>	
Date Received:	_____
Due Date:	_____
Referred To:	_____
Date Completed:	_____

REQUEST FOR PUBLIC RECORDS

In compliance with the California Public Records Act, Government Code §§6250-6277, the City of Lemoore is required to provide members of the public, upon request, any information relating to the conduct of the public's business that is prepared, owned, used or retained by the City of Lemoore, regardless of physical form or characteristics.

Records that are exempt under the Public Records Act will not be available to the public.

Instructions

Type or print all information completely. Your request will be processed within ten (10) calendar days. If, due of the nature of the request, it is not possible to furnish the information that you have requested within ten (10) days, you will be notified within the ten-day processing period.

(Note: Applicable fees will be charged for all documents copied)

Name: _____ Today's Date: _____

Address: _____ Telephone: (_____) _____

_____ Email: _____

(Include Zip Code)

Document(s) requested (e.g., agreements, minutes, ordinance, resolutions, fire reports, investigation reports). Include subject, date of origination etc.

- I would like to view the document(s) requested
 - I would like _____ hard copies of the document(s) requested
 - I would like documents sent via email (If possible)
- Send to me by **mail**
 Pick up in **person**

Signature _____

Return completed form to: City Clerk – City of Lemoore

Mail: City of Lemoore
711 West Cinnamon Drive
Lemoore, CA 93245

Email: cityclerk@lemoore.com
Fax: (559) 924-9003