



### For Department Use

Date Received: \_\_\_\_\_

Due Date: \_\_\_\_\_

Referred To: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## REQUEST FOR PUBLIC RECORDS

In compliance with the California Public Records Act, Government Code §§ 7920.000 et seq., 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: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Include Zip Code)

Email: \_\_\_\_\_

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

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☐ I would like to view the document(s) requested

☐ I would like \_\_\_\_\_ hard copies of the document(s) requested

☐ Send to me by **mail**

☐ Pick up in **person**

☐ I would like documents sent via email (If possible)

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](mailto:cityclerk@lemoore.com)  
Fax: (559) 924-6708