



# CITY OF MENDOTA CITY CLERK'S DEPARTMENT PUBLIC RECORDS REQUEST AND POLICY

## **PART I. CITY OF MENDOTA POLICY ON PUBLIC RECORDS**

It is the policy of the City of Mendota that all records not exempted from disclosure by state law shall be open for public inspection with the least possible delay and expense to the requesting party.

Any person may request inspection, request copies of public records, or inspect public records during the regular office hours of the City Clerk's Office.

The City, upon any request for the inspection of, or a copy of, a public record, shall determine within ten (10) days after the receipt of such request whether to comply with the request. In instances authorized by Government Code section 6256.1, the City shall notify the requesting party in writing that an additional 10 working days will be needed to make a determination.

The City shall immediately notify the person making the request of any determination, and the reasons therefore. The reasons for denying a request may include those exemptions set forth in Government Code section 6250 and following, or such other exemptions as are authorized by law. Any notification of denial of any request for records shall set forth the names and titles of positions of each person responsible for the denial.

If portions of an otherwise exempt document can reasonably be segregated from disclosable portions of the document, the disclosable portions shall be provided to the requesting party. If the means of segregation requires photocopying or other means of reproduction, the requesting party shall pay the required copying fees.

Copies of public documents shall be provided upon payment of direct reproduction costs of \$.50 per page.

## **PART II. PUBLIC RECORDS REQUEST**

Name of Requestor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please describe the record or records requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Request: \_\_\_\_\_

Determination/Notification Date: \_\_\_\_\_

Determination made by: \_\_\_\_\_