



# PUBLIC RECORDS REQUEST

## City of La Puente City Clerk's Office

15900 E. Main Street  
La Puente, CA 91744  
626-855-1500 PHONE ▪ 626-961-4626 FAX  
www.lapuente.org

(Date stamp)

All requests for records are processed in compliance with the California Public Records Act (Gov. Code, § 6250 et seq.) ("the Act").

Upon receipt of a request for records, the City shall, within 10 days from receipt of the request, determine whether the request seeks disclosable records in the possession of the City and shall notify the requestor of the determination. In certain circumstances, the time for the City to respond may be extended by written notice to the requestor, pursuant to the provisions of the Act. The charge for copies is 10¢ per page and payment is due prior to copies being made.

Please complete the following information to assist City staff in locating the records being requested.

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

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

Document(s) being requested. ***Please be specific in your description.***

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(Office use only)

Date due: \_\_\_\_\_ Date responded: \_\_\_\_\_ Fees: \_\_\_\_\_ Initials: \_\_\_\_\_