

CITY OF PALOS VERDES ESTATES

(310) 378-0383



CITY HALL

PALOS VERDES ESTATES
CALIFORNIA 90274-0283

❖ REQUEST FOR PUBLIC RECORDS ❖

NAME/ORGANIZATION: _____

ADDRESS: _____

TELEPHONE NO.: _____ EMAIL: _____

REQUEST DATE: _____

RECORDS REQUESTED:

- Resolution(s) Ordinance(s) Minutes (specify City Council or Planning Commission)
- Contract(s) Staff Report(s) Other (provide specific description of document)

I agree to pay all applicable fees and charges for any copies I request of the above document(s).

Signature

Date

RESPONSE DATE: _____

NUMBER OF COPIES: _____

TOTAL AMOUNT DUE: _____

Per Government Code Section 7922.000 et seq, the City has ten (10) days in which to respond to your request. You may be notified within the ten (10) day period that additional time is necessary if your request is unusual or materials are stored in off-site storage. The City charges 20 cents per page for copies. The City is under no obligation to respond to requests which are not focused and specific, or which are burdensome. The City may withhold documents which are exempt from disclosure under State and Federal Law, including the Attorney-Client Privilege or any other applicable privilege.