

# CITY OF LOMITA

## Public Records Request Form

The City of Lomita encourages public participation in the processes of government and provides reasonable accessibility to all public records subject to disclosure pursuant to the Public Records Act.

Please note that you will be contacted when the information is available for pickup and/or inspection. All document duplication fees are due and payable in full before or at the time of receipt of documents. The City, in accordance with Government Code Section 6256, has ten days to respond to any request for public documents, although the City may extend that time period under certain circumstances. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record(s) you wish to review.

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*I, the undersigned, hereby request a copy of the following document(s), or portions thereof, as indicated below. I agree to pay the City of Lomita, at the time of receipt of these documents, a copying charge of ten cents per page.*

Requested by \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

### DESCRIBE THE SPECIFIC PUBLIC RECORDS REQUESTED:

#### **For official use only:**

After completion, please forward to the City Clerk's Office

Action Requested:

Review only       Copies requested       Other (please explain) \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Amount Paid: \_\_\_\_\_