



# City of Folsom

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(916) 355-7270 • fax (916) 355-7328

## PUBLIC RECORDS REQUEST

Government Code § 6250 *et seq.* provides that any person may receive a copy of an identifiable public record, (with some exceptions) unless impractical to do so. The City will determine, within 10 days of receipt of a request, whether it will comply with the request and will immediately notify you of the determination and the estimated cost for the records requested. The City will produce any existing documents responsive to your request that are not designated as privileged documents by Government Code § 6254 or otherwise exempt from production. You will be called at the number indicated on this form once the information requested is available.

Date of request: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Document/Record Requested (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Completion of this form is voluntary, and not required by law. Completing the form will help staff conduct a focused and effective search for the records you are requesting. We appreciate your cooperation.*

\_\_\_\_\_ please do not write below this line – for office use only \_\_\_\_\_

number of pages: \_\_\_\_\_ @ 10¢ per page = \$ \_\_\_\_\_

number of oversized pages: \_\_\_\_\_ @ \$5.00 per page = \$ \_\_\_\_\_

Audio/Video/DVD: \_\_\_\_\_ @ \$5.00 each = \$ \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

Date completed: \_\_\_\_\_ Date picked up: \_\_\_\_\_

Cash: \_\_\_\_\_ Check #: \_\_\_\_\_