



CITY OF SOUTH EL MONTE
Request for Disclosure of Public Records
Government Code §6250 et seq.

In order to accurately process your request to inspect or copy public records maintained by the City, you are requested to provide the following information. Pursuant to Government Code Section 6257, the City may require a deposit to cover the estimated charge if copies are requested. The deposit will be refunded if the requested records do not exist, are exempt, or are otherwise unavailable. The charge for copies is \$1.00 for the first page and \$.10 for each additional page. Please be advised that the information you provide shall be maintained as a public record subject to disclosure upon request.

(PLEASE PRINT INFORMATION)

1. Name: _____
 2. Address: _____
 3. Phone / Cell Number: _____
 4. Email Address: _____
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5. Address of Record Request: _____
6. Description of Records Requested (Include document titles and approximate dates of records):

7. Do you require a copy of the record(s)? Y / N
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To be completed by City staff

Are Requested Records Exempt from Disclosure? (See Exemption Checklist): Y / N

Checklist Reviewed By: _____

Determination of Exemption By City Attorney Required? Y / N

Date Submitted for City Attorney Determination: ____/____/____