



# CITY OF MANTECA

COMMUNITY DEVELOPMENT DEPARTMENT

## PUBLIC RECORDS REQUEST

<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip Code</b>	
<b>Phone:</b>	<b>Email:</b>

**RECORDS REQUESTED:** Please describe below the records you are requesting and any additional information that will help us identify and locate them for you as quickly as possible, for example please include address or assessors parcel numbers if applicable.


I understand and agree to pay \$1.00 for the first page of copies and \$0.10 for every additional page for the above requested information. (If the request includes large scale maps, the fee is \$3.00 for the first page and \$1.50 for every additional large scale copy)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE NOTE:**

Pursuant to Government Code Section 6253 local agencies, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in possession of the agency.

For Office Use Only

Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_

Total Number of Copies: \_\_\_\_\_

Total Charge: \_\_\_\_\_