



City of Industry

Request for Public Records

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are public and available within the City's records system and notify the citizen of such determination (Government Code Section 6250-6261). Please complete this form and hand-deliver it or mail it to the City Clerk's Office located in City Hall at 15625 East Stafford Street, City of Industry, CA 91744. You may email the form to the City Clerk's office at jgrobles@cityofindustry.org.

PHOTOCOPY FEE PAYABLE TO THE CITY OF INDUSTRY: 15 cents per page for black and white; 25 cents per page for color. Total fee amount to be determined by the City Clerk's Office.

REQUESTOR:

Name

Address

City

State

Zip Code

Email Address:

Telephone No.

Signature of Requestor

Date

DESCRIBE THE SPECIFIC PUBLIC RECORDS YOU SEEK:

NUMBER OF COPIES REQUESTED: _____

REVIEW ONLY: _____

FOR OFFICE USE ONLY:

Date of Request: _____ Request Received By: _____

Due Date: _____ Date of Notification: _____

Document Pick Up Date: _____ Total Charges: _____

Payment Received By: _____ Date of Payment _____

File No.: _____ Number of Pages: _____