CITY OF SAN RAMON

REQUEST FOR A PUBLIC RECORD

THE CALIFORNIA PUBLIC RECORDS ACT, GOVERNMENT CODE §6250, requires the City of San Ramon to make public records available upon request.

HOW MAY THE PUBLIC OBTAIN ACCESS TO A PUBLIC RECORD? A written request to inspect or to obtain a copy of a public record should be addressed to: City Clerk, City of San Ramon, 2226 Camino Ramon, San Ramon, California 94583. You may also send your request by: FAX to 925-275-0650 or email your request to: cityclerk@sanramon.ca.gov.

HOW SOON CAN THE PUBLIC EXPECT A RESPONSE TO THEIR REQUEST? The City of San Ramon will respond within ten days. Under unusual circumstances, the City may extend the time to respond for up to an additional fourteen days (GC §6253(c)).

WHEN MAY PUBLIC RECORDS BE INSPECTED? Public records are open to inspection during regular office hours, 8:30 a.m. to 5:00 p.m., Monday through Friday.

IS THERE A CHARGE FOR THIS SERVICE?
Pursuant to the City of San Ramon's Fee Resolution, copying will be done at $ .10 per page (8 ½" x 11", black/white copy; there is an additional charge for oversized copies).

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Date of request: _____ **Received by:** _____

NAME: _____

ADDRESS: _____

PHONE #: _____

INFORMATION REQUESTED. PLEASE BE SPECIFIC.

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Total Charges: _____ **Date Request Filled:** _____

A COPY OF THE CALIFORNIA PUBLIC RECORDS ACT IS AVAILABLE FOR REVIEW IN THE CITY CLERK'S OFFICE.