



CITY OF STANTON

Request for Public Records

City Clerk's Office
 7800 Katella Avenue, Stanton, CA 90680
 Phone: (714) 890-4245 Fax: (714) 890-1443

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).

Duplication fee payable to the CITY OF STANTON: ten cents (\$.10) per page and actual cost for mailing of records (if applicable). Total fee amount to be determined by the City Clerk's Office. Copies will be made after appropriate fees have been paid.

REQUESTOR:

 Name/Organization

 Address

 Telephone Number

 E-Mail Address

 Signature of Requestor

 Date

Please list each document, file or record separately and describe the specific records as completely as possible:

FOR OFFICE USE ONLY:

City Clerk's Office	Department Notification	Response Provided	Notes
Date of Request: _____ Date Required 10 Day: _____ 14 Day Extension: _____	Department(s): _____ Date: _____ Approximate Staff Time: _____	Date: _____ Fee: _____ Responding Staff Member: _____ Response Method: <input type="checkbox"/> Counter <input type="checkbox"/> Mail (USPS) <input type="checkbox"/> E-Mail <input type="checkbox"/> Verbal	