City of Laguna Hills
Request for Public Records

The California Public Records Act (Government Code 6250. et.seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. Copies are $ .25 per page, $ .10 per page for copies of Fair Political Practices Commission Filings.

Name: _____ Date of Request: _____

Address: _____ Telephone: _____

Email: _____

I wish to review ____ obtain copies ____ of the following public records:

1. _____
_____
_____

2. _____
_____
_____

California Government Code Section 6253 c. Each agency, upon 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 the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available.

Disposition of Request

_____ Documents Reviewed Immediately _____ Locating Responsive Documents

Request Received: In Person ☐ Via U.S. Mail ☐ Via Facsimile ☐ Via Telephone ☐ Via E-mail ☐

Respond By This Date: _____ Date Completed: _____

Comments: No. of Copies: _____

Postage (if any): _____

Date requestor notified: _____ Amount Charged: _____

Request processed by: _____

cc: City Attorney

☐ Yes ☐ No Provided: Via U.S. Mail ☐ Via E-mail ☐ Picked Up ☐ Via Fax ☐

Hours of Operation
8:00 a.m. to 5:00 p.m.

24035 El Toro Road Laguna Hills, California 92653 (949) 707-2600 FAX (949) 707-2633