



CITY OF RANCHO PALOS VERDES

Action Taken	_____
Date Received	_____
Due Date	_____
Completed Date	_____

PUBLIC RECORDS REQUEST FORM

REQUESTOR'S INFORMATION

Date: _____

Print Full Name: _____

Address: _____ City, State, Zip Code: _____

Company Name (If Applicable): _____

Telephone: _____ Fax: _____ Email: _____

PLEASE LIST PUBLIC RECORDS REQUESTED

- INSPECTION - OBTAIN COPIES (See reverse side for costs)

Records Requested:

RECORDS DIVISION USE ONLY

Disposition of Request:

Received: _____ 10-day Deadline: _____ 14-day Extension? _____ 14-day Letter Sent: _____

Determination Letter Sent: _____ First Production Due: _____ Second Production Due: _____ Other? _____

Documents/Response Provided on: _____ Completed

Mail Pick-up Phone Email Other _____

Amount Due/Paid: \$ _____ Total # of Pages: _____

Copy Format: _____

Comments: _____

City of Rancho Palos Verdes – Public Records Request

1. The City will respond to requests for public records in accordance with the provisions of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Form is intended nor shall it be construed to conflict with the terms of the Public Records Act.
2. Information is available in City offices during regular business hours - Monday through Thursday, 7:30 AM to 5:30 PM and Friday from 7:30 AM to 4:30 PM. Many frequently requested documents are also available for viewing/printing via the Internet at the City's website (<http://www.rpvca.gov>), including City Council Agendas and staff reports, City Council Minutes, Commission and Committee Agendas and Minutes, Municipal Code, the City Budget, and the City's General Plan, etc.
3. Requests must be focused and specific and must reasonably describe identifiable records. Requests not meeting this criterion may be delayed for further clarification. Examples of information that may expedite the process:
 - a. The name or title of the document, i.e., EIR No. 100
 - b. An address or property location
 - c. A developer name
 - d. A date of Public Hearing or Council approval/denial, if applicable.
4. If your request is to inspect records rather than receive copies, an appointment will be arranged for you once the records are gathered. Original City records must remain in the custody of the City in order to protect their integrity and ensure accessibility.
5. Government Code § 6250 et seq. provides that any person may receive a copy of an identifiable public record (with some exceptions), unless impractical to do so. The City will determine, within 10 days of receipt of a request, whether it can comply with the request and will promptly notify you of the determination and the estimated cost for the records requested. The City may extend the time in which to provide its determination by 14 days under certain circumstances. The City will produce any existing documents responsive to your request that are not exempt from disclosure. Once the information requested is available, you will be contacted at the phone number or address you listed on this form. If you refuse to provide an address, you may go to the City Clerk's office during office hours any time after 10 days to receive the City's determination or the 14-day extension notice, whichever is applicable.
6. The following fees for copies are in accordance with the City of Rancho Palos Verdes Resolution No. 2010-77, adopted September 7, 2010.

General Copying		TOTAL COPIES REQUESTED	
(a) 8.5 inches x 11 inches	\$0.23/sheet	(a)	\$
(b) 8.5 inches x 14 inches	\$0.24/sheet	(b)	\$
(c) 11 inches x 17 inches	\$0.24/sheet	(c)	\$
(d) Oversize items	Cost charged by outside vendor	(d)	\$
		Sheet Cost	\$
Audio and Video Media			
(e) Burned to CD/DVD	\$5 per CD/DVD	(e)	\$
		Audio & Video Cost	\$
Electronic Records			
(f) Burned to CD/DVD	\$5 per CD/DVD	(f)	\$
(g) Special productions including data compilation, extraction, programming	Cost to produce (See Resolution No. 2010-77)	(g)	\$
(h) Emailed	Cost of time to copy	(h)	\$
		Electronic Records	\$
		TOTAL COST	\$

Other copy fees are as follows:

FPPC Filings		
Pursuant to § 81008 of the Political Reform Act	\$	0.10/sheet
Retrieval of Reports and statements that are five or more years old:	\$	5.00
A request for more than one report, statement, or report and statement at the same time shall be considered a single request.		

The City reserves the right to hire an appropriate outside vendor to copy the requested materials. Such outside charges will be billed at actual cost. The City reserves the right to require a deposit prior to duplicating copies.

A copy of the California Public Records Act is available for review at City Hall.