

CITY OF SIMI VALLEY  
REQUEST FOR PUBLIC RECORDS

To ensure a proper response to your request, it is preferred, but not mandatory that you provide in the space below the name of the document or documents you are requesting.

We will make every effort to provide the documents requested in a reasonable time. However, please be aware that under CALIFORNIA GOVERNMENT CODE §6250 ET SEQ., the City has ten (10) calendar days after you submit this form to determine whether the records you have requested are subject to disclosure under the CALIFORNIA PUBLIC RECORDS ACT. After the City has made this determination, you will be immediately notified of the determination and reasons therefore. If the City determines that the documents you have requested are subject to disclosure, they will be produced within a reasonable time thereafter.

**Please Note:** The City's current fee resolution sets forth specific copy costs for certain documents. Costs for electronic records may include the cost to construct a record and the cost of programming and computer services necessary to produce a copy of the record. Payment will be made in advance and must include cost for postage, if requested to be mailed.

**NAME:** \_\_\_\_\_

**DAYTIME PHONE NO.:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

WILL PICK UP

PLEASE MAIL

PLEASE EMAIL  
(please include email address)

**DESCRIPTION OF THE REQUESTED DOCUMENT(S):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE SUBMIT THIS FORM TO: OFFICE OF THE CITY CLERK, CITY OF SIMI VALLEY  
2929 TAPO CANYON ROAD, SIMI VALLEY, CA 93063 TEL (805) 583-6748 • FAX (805) 526-2489