



Request for Public Records
 City of Lindsay – Office of the City Clerk
 251 E Honolulu St, Lindsay, CA 93247
 (559) 562-7102 ext. 3034
www.lindsay.ca.us

OFFICIAL USE ONLY
RECEIVED DATE STAMP HERE

Instructions

Type or print all information completely. Upon receipt of your request, the City shall determine within 10 calendar days if the records are public and available within the City’s records system and notify the requestor of such determination.

Name:	Today’s Date:
Mailing Address:	
Phone:	Email Address:
Record(s) requested (e.g. agreements, minutes, ordinance, resolution, fire reports, investigation reports, etc.). Please include subject, date of origination and any other information that may be useful in our search for records:	

- I would like to view the document(s) requested.
- I would like copies of the document(s). Number of copies: _____
 The City’s copying cost is \$0.10 per page.
- I would like digital copies emailed to me at the email address listed above.

In compliance with the California Public Records Act, Government Code §§ 6520-6277, the City of Lindsay is required to provide members of the public, upon request, any information relating to the conduct of the public’s business that is prepared, used, or retained by the City of Lindsay, regardless of physical form or characteristics. Records that are exempt under the Public Records Act will not be available to the public.

OFFICIAL USE ONLY		
Date Response Due:	Request Received By:	City Attorney Review Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Department Referred to:	Approved/Denied By:	Fees Applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____