



**City of Rancho Santa Margarita**  
**City Clerk's Office**  
**Request for Public Records**

Please list each document, file or record separately

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

Please see the reverse of this form for the City's policy on Public Records Act requests.

I/We the undersigned, request documents as indicated and agree to pay the City of Rancho Santa Margarita, if required, at the time of receipt of records.

Name/Organization:

Mailing Address:

Phone Number:

E-Mail Address:

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

*Office Hours 8:00 a.m. to 5:00 p.m.*

*22112 El Paseo, Rancho Santa Margarita, CA 92688 • (949) 635-1800 • FAX (949) 635-1840*

## **CITY OF RANCHO SANTA MARGARITA POLICY FOR PUBLIC RECORD ACT REQUESTS**

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. The City of Rancho Santa Margarita has experienced a substantial growth in the volume of requests for public records and the staff time required to respond to such requests, particularly with respect to requests for documents relevant to disputes between private parties. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters, and private investigators, the process by which the City will respond to requests for records under the Public Record Act.

1. All requests for public records shall be in writing on a form prescribed by the City Clerk, unless the request is to review an agenda or agenda reports of the Council or a City Commission or Committee, the Municipal Code, the General Plan or the Uniform Building Codes, which are available at the City Clerk's Office public counter in book or binder form.
2. The City Clerk will respond to all requests as soon as possible, but not later than the ten-day period, or extensions thereof, as provided by Government Code Sections 6253(b) and 6253(c).
  - (b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describe an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.
  - (c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of 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 therefor. 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. As used in this section, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request:
3. In accordance with the Public Records Act, the City will provide only specific identifiable records but will not research City records for particular types of information or analyze information which may be contained within public records.
4. The City will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

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