



Office of the City Clerk
455 N. Rexford Drive, Room 290
Beverly Hills, CA 90210
Office: (310) 285-2400
e-Mail: cityclerk@beverlyhills.org

REQUEST FOR PUBLIC RECORDS

In accordance with the California Public Records Act ("Act"), Government Code § 6250 et. seq., the City of Beverly Hills provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the City has ten (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the City's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the City determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. Fees to cover the direct costs of duplication will be charged in accordance with the City's Schedule of Fees.

REQUESTOR INFORMATION (Please type or print legibly):

Name _____ Company (if applicable) _____

Address _____ City _____ State _____ Zip _____

Phone # _____ E-mail address _____

Records or documents requested. *Please be as specific and detailed as possible to enable City staff to identify and locate the documents requested. If known, please indicate in which department(s) the records reside. Also please provide case number, location/address of property, date range or time period, and other information if known.*

PROPERTY RECORDS:

Location/Address of property: _____

Case # (if any): _____ Date Range or Time Period: _____

Other Details:

OTHER PUBLIC RECORDS:

Case # (if any): _____ Date Range or Time Period: _____

Other details:

I agree to pay for all applicable fees and charges for copies of records I have requested.

E-mail request to: cityclerk@beverlyhills.org

Signature

Date