



PUBLIC RECORDS REQUEST

PART I. CITY OF KERMAN POLICY ON PUBLIC RECORDS

Government Code Section 6253.(e) Except as otherwise prohibited by law, a state or local agency may adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in this chapter.

It is the policy of the City of Kerman that all records not exempted from disclosure by State Law shall be open for public inspection with the least possible delay and expense to the requesting party.

Any person may request inspection, request copies of public records, or inspect public records during the regular office hours of the City Clerk's Office.

The City, upon any request for the inspection of, or a copy of a public record, shall determine within 10 days after the receipt of such request whether to comply with the request. In instances authorized by Government Code Section 6253, the City shall notify the requesting party in writing that an additional 14 days will be needed to make a determination.

The City shall promptly notify the person making the request of any determination, and the reasons therefore. The reasons for denying a request may include those exemptions set forth in Government Code Section 6250 and following or such other exemptions as are authorized by law. Any notification of denial of any request for records shall set forth the names and titles of positions of each person responsible for the denial.

If portions of an otherwise exempt document can reasonably be segregated from disclosable portions of the document, the disclosable portions shall be provided to the requesting party. If the means of segregation requires photocopying or other means of reproduction, the requesting party shall pay the required copying fees.

PART II. PUBLIC RECORDS REQUEST

Name of Requester: _____ Telephone: _____

Mailing Address: _____
Street City State Zip

Email Address: _____

Address of records being requested: _____

Please describe the record or records requested: _____

Signature _____

FOR OFFICE USE ONLY

Date of Request: _____

Determination/Notification Date: _____

Determination made by: _____ Title: _____