



City of Watsonville

"Opportunity through diversity: unity through cooperation"

City Clerk's Office
275 Main Street, Suite 400, 4th Floor
Watsonville, CA 95077
Tel 831.768.3040 Fax 831.761.0736
Email cityclerk@cityofwatsonville.org

City Use Only:

Date Received _____

Date Due _____

Department(s) of Record _____

Date Completed _____

Amount Due _____

Amount Paid _____

Comments _____

Requests for public records are subject to the California Public Records Act (GC 6270). Public records are accessible at all times during regular office hours and can be reviewed at no charge. To respond to your request in a timely manner, we ask that you provide specific and identifiable information. Copies may be provided in most instances upon request unless records are archived or not readily accessible. The City has ten (10) days to respond to the request. Requestor will be notified if an extension of time will be necessary pursuant to the Act. Fees for copies are based on the City's current fee schedule. Fees for copies of records that are sent to a copy house would be the actual cost. All fees are due and payable in full before copies are made available.

The requested information will help staff to accurately and efficiently comply with your request.

REQUEST FOR PUBLIC RECORDS

Requestor's Name _____ Today's Date _____

Requestor's Address _____
Street

_____ City State Zip

Daytime Phone No. (include extension) _____

Fax No. _____ Email Address _____

Requestor's Signature _____
Optional

Please mark the appropriate box(es): View records only Copy records only Both
Specific description of public records requested. Please list each record separately.
