CITY OF REDONDO BEACH
Office of the City Clerk
415 Diamond Street
Redondo Beach, CA 90277
Phone (310) 318-0656 Fax (310) 374-0220

PUBLIC RECORDS REQUEST FORM

Please submit your request form to the Office of the City Clerk
You may also submit your request online at: https://clients.comcate.com/newrequest.php?id=23

Full Name (Please Print)

Address

City, State, Zip

Telephone **Fax**

Email (please print clearly)

DESCRIPTION OF DOCUMENT(S)

(Please be specific)

Requests made under the California Public Records Act will be processed according to the requirements of the Act. The City Clerk's Office has 10 days to respond to your request, however, a majority of these requests will receive a response within less time. Responses to requests for multiple records, for records from various departments, or records that are stored off-site may take longer. The city is under no obligation to respond to requests which are not focused or specific. The city may withhold documents which are exempt from disclosure under state or federal law, including the attorney - client privilege or any other applicable privilege. Please note that there is a standard fee of $.10 per page of hard copy records.

Signature _____ Date _____

For Office Use Only
Date Received _____
Forwarded to _____ Department
Departmental Response Date_____
Notification to Requestor _____
CC Time Expended _____