



CITY OF LA MIRADA

REQUEST FOR COPIES OF PUBLIC RECORDS

No identification is required if requesting documents prepared pursuant to the Fair Political Practices Act (Campaign Statements/Statements of Economic Interest)

GENERAL DESCRIPTION OF DOCUMENT(S):

I/We agree to pay the City of La Mirada per page duplication costs as applicable at the time of receipt.
(Duplication Costs: 10 cents per page-FPPC documents; 10 cents per page-all others)

Signature _____ **Print Name** _____

Date Requested _____ **Name/Organization** _____

Address _____ **Phone No.** _____

Email Address _____

City Clerk's Office Use Only:

Date Notified: _____ Number of Pages: _____ Charges Paid: _____

Received by: _____ Date: _____

Staff Comments: _____

CITY OF LA MIRADA

GC6257: Request for copy; prompt availability; fee; reasonably segregable portion after deletion of exempt portions

"Except with respect to public records exempt by express provisions of law from disclosure, each state or local agency, upon any request for a copy of records, which reasonably describes an identifiable record or information produced therefrom, shall make the records promptly available to any person, upon payment of fees covering direct costs of duplication, or a statutory fee, if applicable. Any reasonably segregable portion of a record shall be provided to any person requesting such record after deletion of portions which are exempt by law."

GC6256: Copies of records; determination on compliance with request; notice; reasons

"Any person may receive a copy of any identifiable public record or copy thereof. Upon request, an exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the agency. Each Agency, upon any request for a copy of records shall determine within 10 days after the receipt of such request whether to comply with the request and shall immediately notify the person making the request of such determination and the reasons therefor."

Campaign Documents-Political Reform Act-GC81008: Public records; inspection and reproduction; time; charges

"(a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than the second business day following the day on which it was received. *No conditions whatsoever shall be imposed upon persons desiring to inspect or reproduce reports and statements filed under this title, nor shall any information or identification be required from such persons. Copies shall be provided at a charge not to exceed ten cents (\$0.10) per page.* In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request."