

City of San Juan Bautista
Office of the City Clerk
Request for Public Documents

Because it is our desire to serve you efficiently with your request, we ask that you complete this requisition. This will enable staff to research and duplicate the information you are requesting in a timely manner. If you are requesting documents electronically please submit this form to cityclerk@san-juan-bautista.ca.us. Electronic requests are pulled twice a day on normal business days, 9:00 am and 3:00 pm.

Government Code Section 6256 requires each agency to respond within ten (10) days after the receipt of a public records request, whether filling the request or not, and shall notify the person making the request of such determination and the reasons therefore.

There will be a fee of 25 cents charged for the cost of each copy.

Date of request _____

Name _____ Phone number _____

Item Requesting:

How many copies _____

Date stamp receipt of request form _____

Initial of City Staff member accepting request _____

Date request filled: _____ Date notified request filled: _____

Request filled by: _____

Fees paid: _____ Date paid _____