

## PUBLIC RECORDS REQUEST Community Development • Planning & Building

Community Development • Planning & Building 2263 Santa Clara Ave., Rm. 190 Alameda, CA 94501-4477 alamedaca.gov

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Hours: 7:30 a.m.-3:30 p.m., M-Th

l,	hereby request:
print	name inspection of the public records listed below. copies of the public records listed below.
known	ublic records I want are: (please fill in author, recipient, date written, and subject matter, if in the more information you provide the easier it will be for us to find the document you questing.)
•	Every effort will be made to process your request in a timely manner. However, the City has up to ten (10) days to respond to a request for copies of an inspection of public records. If necessary, an extension of up to ten (10) days may be granted by the City
	Manager. The custodian of the record must notify you as to the time extension granted to produce the document.
•	There is a fee for copies of public records, which must be paid before the copies are issued.
•	In case the City needs to contact you about your request, you may be reached at
	and/or
	phone number email address
	and/or
	street address
	Signature Date
	FOR OFFICE USE ONLY
I	provided the above listed copies to
staff r	person who received copies
Date: _	Amount charged:
Addition	nal comments: