



TOWN OF PARADISE
5555 SKYWAY
PARADISE, CA 95969
(530) 872-6291

PUBLIC INFORMATION REQUEST FORM

SECTION I: REQUEST INFORMATION

DATE: _____ **NAME:** _____

ADDRESS (OPTIONAL): _____ **PHONE:** _____

SECTION II: REQUEST

CHECK ONE:

- I WISH TO EXAMINE DEPARTMENT RECORDS.**
- I WISH COPIES OF DEPARTMENT RECORDS.**
- I WISH TO EXAMINE AND OBTAIN COPIES OF DEPARTMENT RECORDS.**

CHECK ONE:

- PLEASE CALL WHEN THE DOCUMENTS ARE READY FOR MY REVIEW.**
- PLEASE CALL WHEN THE COPIES ARE READY AND I WILL PICK THEM UP.**
- PLEASE MAIL COPIES TO THE ABOVE ADDRESS. (PREPAYMENT FOR COPIES & POSTAGE REQUIRED)**

PLEASE DESCRIBE THE RECORDS YOU WISH TO EXAMINE OR COPY. PLEASE BE SPECIFIC:

SECTION III: NOTICE TO REQUESTOR:

- PURSUANT TO GOVERNMENT CODE SECTION 6256 AND 6257, THE TOWN STAFF WILL DILIGENTLY AND PROMPTLY COMPLY WITH ALL REQUESTS FOR IDENTIFIABLE PUBLIC RECORDS, DEPENDING ON THE LOCATION OF THE RECORDS AND THE AVAILABILITY OF THE STAFF TO RETRIEVE THEM. AS A GENERAL RULE, RECORDS WILL BE PROVIDED AS SOON AS POSSIBLE AFTER RECEIPT OF THIS REQUEST. PURSUANT TO GOVERNMENT CODE SECTION 6265, WHENEVER IT IS NECESSARY TO DETERMINE WHETHER THE REQUESTED RECORDS CONTAIN EXEMPT INFORMATION, THE TOWN STAFF HAS TEN DAYS AFTER THE RECEIPT OF THIS REQUEST TO COMPLY WITH IT. IF FOR ANY REASON, THE TOWN DETERMINES THAT THE RECORDS CANNOT BE PROVIDED, THE TOWN WILL IMMEDIATELY NOTIFY THE PERSON MAKING THE REQUEST OF SUCH DETERMINATION AND THE REASONS THEREFORE.
- YOU WILL BE ASSESSED TWENTY-FIVE CENTS (.25) PER STANDARD COPY.
- CERTAIN RECORDS ARE EXEMPT FROM DISCLOSURE, SUCH AS EMPLOYEE PERSONNEL FILES, MATTERS RELATING TO ATTORNEY-CLIENT PRIVILEGE. PLEASE REFER TO GOVERNMENT CODE SECTION 6254.

SECTION IV: STAFF ACTION TAKEN

REQUEST FILLED BY: _____ DATE: _____ AMOUNT DUE: \$ _____

DATE NOTIFIED: _____ FILE REVIEWED / INFORMATION PICKED UP: ___ YES ___ NO