



City of La Habra Heights

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La Habra Heights, CA 90631

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Date Stamp

REQUEST FOR PUBLIC RECORDS

**INFORMATION YOU PROVIDE BELOW IS A PUBLIC RECORD
(Typewritten Requests Must Be Made Using A Font Size of 10 pt or Greater)**

Black and white copies of public documents shall be provided to the public at a cost of 25¢ per page and additional charges may vary depending on the type and/or size of the copies.

Department Referred To:

Administration
 Fire Department

Building & Safety
 Planning

Code Enforcement
 Public Works

Finance

DATE: _____

NAME: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

DOCUMENT(S) REQUESTED (PLEASE BE VERY SPECIFIC):

CALIFORNIA PUBLIC RECORDS ACT, Government Code §§6250-6268

The California Public Records Act was created to provide "access to information concerning the conduct of the people's business" and declares that access is "a fundamental and necessary right of every person in this state." Public records are open to inspection during the office hours of the City and every person has a right to inspect public records, except as provided for by law. You have the right to a copy of any identifiable public record. **There may be occasions when it is impractical to provide an immediate copy for review or duplication; therefore, you will be notified of the time delay within ten days.** If, for some reason your public records request cannot be granted, you will be notified within ten days of the receipt of the request, pursuant to Government Code §§6250-6268.

Completed Form may be Hand Delivered, Mailed, Faxed, or Emailed to the City using contact information at top of page.

YOU WILL BE CONTACTED WHEN THE INFORMATION IS READY

City Use Only:

FILE #: _____

DATE DUE: _____

ROUTED TO: _____

DATE CLOSED: _____

DATE ROUTED: _____

AMOUNT DUE: _____

DATE PAID: _____

THANK YOU FOR YOUR INTEREST IN OUR CITY'S RECORDS