



Public Records Request Form

CITY OF CITRUS HEIGHTS
CITY CLERK'S OFFICE
6360 FOUNTAIN SQUARE DRIVE
CITRUS HEIGHTS, CA 95621
(916) 725-2448
FAX (916) 725-5799
publicrecords@citrusheights.net

The City of Citrus Heights is committed to providing prompt, courteous access to Public Requests. All requests for documents will be reviewed within 24 hours and responded to within ten (10) days in compliance with the California Public Records Act.

The cost for copying public records is \$.10 per page (plus any mailing costs). The charge for duplicating tapes is at cost. Request for Police Records are handled directly with the Citrus Heights Police Department, located at 6315 Fountain Square Drive.

TO BE COMPLETED BY THE REQUESTOR:

NAME: _____ TODAY'S DATE: _____
ADDRESS: _____
CITY: _____ ZIP: _____
TELEPHONE: _____ FAX: _____
E-MAIL: _____

REQUESTED DOCUMENTS/INFORMATION (Please be as specific as possible. List each document separately):

Provide Print Copy View Documents Only

PLEASE TELL US HOW YOU WOULD LIKE THE CITY TO RESPOND TO YOUR REQUEST:

Walk-In/Personal Pick-Up Fax Email Mail Other _____

THANK YOU FOR YOUR INTEREST IN OUR CITY RECORDS. YOU WILL BE CONTACTED WHEN THE INFORMATION IS READY.

FOR INTERNAL USE ONLY

REQUEST RECEIVED
Date Request Received: _____ Time: _____ Respond By: _____ Assigned To: _____

TIME
Time Spent: _____ Time Spent Assisting Requestor (SB 90 reimbursement): _____

REQUEST COMPLETED
Date Completed: _____ Date Released: _____ Released By: _____ Recorded in Computer: _____

Comments: _____

FEEs

Copy cost (.10 per page): _____ Postage (if any): _____ Total Due: _____