



Town of Tiburon
Department of Administrative Services
1505 Tiburon Boulevard
Tiburon, California 94920
(415) 435-7373
www.townoftiburon.org

PUBLIC RECORDS ACT REQUEST FORM

Name: _____ Date: _____

Address: _____ City/State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Request:

- I want to see the records. Please contact me by _____ [email/phone] when the records are available for viewing.
- I want copies of the pages in the record(s) I have marked with post-its (single page) or paper clips (multiple pages).
- I want copies of the entire record mailed to me at the address above.
- I want copies of the entire record emailed to me at the email address above.

Record(s) Requested:

Please be as specific as possible. A request must be one that “reasonably describes an identifiable record or records” (Government Code §6253). Please attach additional pages if necessary.

Your request will be processed in compliance with the Public Records Act, California Government Code §6253. Upon receipt of a request for a copy or inspection of records, the Town shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the requestor of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the requestor, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. If it is determined that there are disclosable public records, the records will be made available as promptly as is reasonably practicable.

Please note that you will be contacted when the information is available for pickup and/or inspection. All document duplication fees are due and payable in full at \$0.25 per page. Request for copies of identifiable public records must be accompanied by payment of fees to cover direct cost of duplication prior to the release of copies. Alternatively, records may be emailed to the requestor in electronic format, if available, at no cost. Under California Government Code §6253(e), local agencies are under no obligation to create records that do not already exist at the time of the request.

Please return this form to:

**Town of Tiburon
Tiburon Town Clerk
1505 Tiburon Boulevard
Tiburon, CA 94920**