



City of Westminster Public Records Request

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are public and available within the City's records system and notify the citizen of such determination (see California Public Records Act (CGC 6250-6261) for full text of this act).

Photocopy fee: 30 cents per page

Date of Request: _____

Name of Requestor (optional) _____

Address (optional) _____

Telephone (optional) _____ Fax (optional) _____

E-Mail (optional) _____

Records Description

Subject / Title	Date	Type of Record
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

of copies requested: _____ Date Needed: _____

Copies will be made after appropriate fees have been paid.

(for office use only)		
Total Number of Pages _____	Copying Costs: _____	Fee: _____
Received by _____	Date _____	Completed _____
Assigned to: _____		
Time Spent Assisting Requestor: _____		
Time Spent Researching / Locating Documents _____ (not reimbursable)		
Date Mailed / Delivered / Picked up _____		Finance Coding: _____
Paid Cash _____	Check _____	