



City of West Hollywood
Office of the City Clerk
 8300 Santa Monica Boulevard
 West Hollywood, CA 90069-4314
 (323) 848-6400 Fax: (323) 848-6563

(for office use only)

Public Records Request

Public records are available for inspection at all times during normal business hours and are available for inspection at no charge. Some records are not available for review because they are confidential pursuant to the Public Records Act or other statute. It may be necessary for a member of the City Clerk's staff to schedule an appointment with you to visit City Hall to inspect files or documents that are currently active and/or large. Pursuant to the Public Records Act, the records will be available for inspection (or duplications will be available for retrieval) within ten days OR the requestor will be notified in writing if additional time is needed in order to gather the requested records.

Copies of public records are available for purchase based on the current fee schedules. If you require assistance with this request, staff in the City Clerk's office is available to assist you.

- I wish to INSPECT records specified in this request at no charge. I may later choose to purchase copies.
 - I wish to PURCHASE COPIES of records specified in this request without prior inspection.
- Please type or print legibly.

Name: _____

Mailing address: _____

City, State, Zip: _____

Daytime Telephone Number: _____

E-mail address: _____

Please specify exactly what record(s) or document(s) you wish made available to you. Unclear requests may result in delay, error or the necessity for you to resubmit the request. You may attach additional pages or an itemized list.

(more space is available on the reverse)

All information provided on this form is Public Record.

(Office use only)

Date available _____ Date provided: _____ Copy fee: _____ Initials: _____

