



CITY OF BURBANK PUBLIC RECORDS REQUEST

BURBANK CITY CLERK'S OFFICE
275 East Olive Avenue, Burbank, CA 91502
(818) 238-5851 M-F 8:00 a.m. - 5:00 p.m.

Please send requests to cityclerks@burbankca.gov

Date Rcvd: _____
Dept: _____
Staff Name: _____

NAME: _____ **DATE:** _____
DAYTIME PHONE: _____
EMAIL ADDRESS (if applicable): _____
MAILING ADDRESS: _____

DESCRIPTION OF RECORDS REQUESTED: (subject, type, title, etc.)

1) _____
2) _____
3) _____

(Please attach additional pages if needed)

Time period covering documents requested (Mo/Day/Year): _____

How do you want to receive the requested documents? Please select one of the following options:

- Inspect (select pages to be copied after viewing the documents)
- Pick-up (documents will be available at the City Clerk's Office or City Department)
- Mail
- E-mail
- Compact Disc (CD)

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.

California Government Code Section 6253. Each agency, upon request for a copy of record, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended, by written notice by the head of the agency, or his or her designee, to the person making the request, setting for the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. Per Government Code section 6255, certain records of a personal nature which may be part of an application shall not be disclosed where the City has determined that the public interest in disclosure is outweighed by the public interest in nondisclosure.

For Office Use Only:

REQUEST COMPLETED BY: _____ **DATE:** _____
CHARGES: _____ **TIME SPENT:** _____ **PAID:** _____

COPIES \$1.00 for the first page, \$.05 each additional page
(Where the total cost of copies is \$2.00 or less, there shall be no charge collected)
CODE \$.20 per page
CD's \$6.00
DVD's \$10.21
Traffic Video CD \$45.00
FPPC Documents \$.10 per page

- Burbank Water & Power
- City Clerk
- City Attorney
- City Manager
- City Treasurer
- Community Development
- Finance

- Fire
- Information Technology
- Library
- Management Services
- Parks & Recreation
- Police
- Public Works

* The department may charge additional duplication costs of producing an electronic copy of a non-exempt public record. See Citywide Fee Schedule Article 1, Miscellaneous, Section 3 for full details.