



**CITY OF MONTCLAIR  
PUBLIC RECORDS  
REQUEST FORM**

Date Stamp

Pursuant to the California Public Records Act, any person may request a copy of an **IDENTIFIABLE** public record. Upon request, a copy shall be provided as soon as possible unless impracticable to do so. The charge for physical copies is \$0.10 per page. Please complete the following information to assist us in locating the records being requested and deliver or mail the request to City Clerk's Office, City of Montclair, 5111 Benito Street, P.O. Box 2308, Montclair, California 91763-0808, or fax the form to (909) 621-1584. The form could also be emailed to [cityclerk@cityofmontclair.org](mailto:cityclerk@cityofmontclair.org).

I, the undersigned, hereby request the following documents (or portions thereof) as indicated below. Please be specific in your description. We will make every effort to respond to your request within ten days, the time period allowed by law to make a determination.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**Specific Information or Document(s) Requested**  
*(please number separate requests):*

For Office Use		
Physical Pages	Copy/Scan Charge	Other Charges
Digital Pages	Digital Media Storage Charge	Tax (paper/media storage)
<b>Postage Fees:</b>		
<b>Total Due:</b>		
<b>Date Paid:</b>		

**Desired Format:**      Digital via Email      Physical via Mail      Physical for Pickup

A postage fee will be added to mail physical documents. Requestor's email is required for digital documents via email. Digital records are only available free of charge for records that already exist in digital format. Requests to digitize paper records will incur a \$0.10 per page charge. Requestor will be notified if identified records cannot be provided in digital format if that is the format requested. The City is not required to create new records to fulfill a request. If documents are only available in a digital format that is too large to email, you must provide or pay for a storage device on which to copy the digital records. Per Resolution No. 02-2370, the fee for computer disc media is \$3. USB Flash Drive charge is equal to its purchase price. If requested documents are copyrighted, you may schedule an appointment to view the documents, but you must obtain permission from the copyright holder to obtain a copy.

**For Office Use**

Person Preparing Requested Information: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Pick-Up/Emailed/Mailed Date: \_\_\_\_\_

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Completed By: \_\_\_\_\_ Time to Complete Request: \_\_\_\_\_

**THIS FORM MUST BE DATE STAMPED UPON RECEIPT**