

**CITY OF POMONA  
REQUEST FOR PUBLIC RECORDS/DOCUMENTS**

**Complete and hand-deliver, mail, or fax form to:**

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

Office of the City Clerk  
Pomona City Hall – 2nd Floor  
505 S. Garey Avenue  
Pomona, CA 91766  
Fax: 909-620-3710  
E-mail: cityclerk@ci.pomona.ca.us

Please describe in detail the document(s) requested, including date or time frame of the document .  
**Please print all information.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The charge for copying identifiable records is \$0.25 per page for standard size pages, and \$0.10 per page for any election-related materials. Special copying charges apply to other records, such as maps. Postage charges will also apply if you wish to have the records mailed. Any records consisting of more than 20 pages will not be copied until payment has been received. Per Government Code Section 6253(c), "Each agency, upon a request for a copy of records, 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 therefor."

To better serve you, please fill out the information below (optional)

Name: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Address (including City & Zip): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

Are records being requested under the California Public Records Act?  Yes  No

Preferred Document Format:  Hard Copy ..... Then choose:  Pick-up  Mailed  
 Electronic

**For Office Use Only**

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please be advised that request forms shall not be deemed received, and response times shall not begin, until actual receipt by the City Clerk's Office. Fax confirmation, after hours delivery, or postmarks shall not constitute receipt by the City Clerk's Office. The City Clerk's Office is open Monday through Thursday, excluding legal holidays, from 7:30am to 6:00pm. Should you have any questions regarding receipt of your request, please contact the City Clerk's Office at (909)620-2341. This form was updated 5/20/13.