City of Yucaipa
Public Records Request

Request for public record(s) identified below. A request for records maintained pursuant to the Political Reform Act (campaign statements or statements of economic interests) does not require completion of this form.

SECTION I – To Be Completed by the Requestor

Service Requested: ☐ **Inspection** ☐ **Copying** ☐ **Inspection and Copying**

Specific description of public records requested (list each document, file, or record separately)

_____

_____

_____

_____

Please tell us how you would like for the City to respond to your request:

☐ **Walk-in/ Pick Up** ☐ **Fax** ☐ **Email** ☐ **Mail** ☐ **Other** _____

You will be contacted when the information is ready. Please provide the following information:

Name of Requestor: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

I hereby agree to reimburse the City of Yucaipa for the direct cost of duplicating the information requested (reference page 2, item 6) at the time of receipt.

Signature: _____ Date: _____

SECTION II – Office Use Only

Your request has been processed as follows:

☐ Requested copies are enclosed and a receipt is attached

☐ Requested records are available; however, a written release from the Architect, Engineer of Record, Copyright owner, and/or property owner is required. Our files show the following contact:

_____

☐ We are unable to process this request at this time due to:

_____

Statute Deadline: _____ Method of Completion: _____

Completion Date: _____ Total # Pages: _____ Copying Cost: $ _____

Staff Initials: _____ Total Fee: $ _____

Your request will be processed in compliance with the Public Records Act (Govt. Code §§ 6250 - 6257)

Public Records Request Guidelines

1. The City will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.
2. Information is available in City offices during regular business hours - Monday through Thursday, 7:30 AM to 5:30 PM and on alternate Friday's from 8:00 AM to 5:00 PM. Many frequently requested documents are also available for viewing/printing via the Internet at the City's web site (**www.yucaipa.org**), including City Council Agendas and staff reports, City Council Minutes, Commission and Committee Agendas, Municipal/Development Code, City Standards, the City Budget, and the City's General Plan.
3. Requests must be for records in the possession of the City of Yucaipa. Requests must be focused and specific and must reasonably describe identifiable records. Requests not meeting this criterion may be returned for further clarification.
4. If your request is to review records, rather than receive copies, an appointment will be arranged for you once the records are gathered. Original City records must remain in the custody of the City in order to protect their integrity and ensure accessibility.
5. Government Code § 6250 et seq. provides that any person may receive a copy of an identifiable public record, (with some exceptions) unless impractical to do so. The City will determine, within 10 days of receipt of a request, whether it can comply with the request and will immediately notify you of the determination and the estimated cost for the records requested. The City will produce any existing documents responsive to your request that are not designated as privileged documents by Government Code § 6254 or otherwise exempt from production. You will be contacted at the phone number or address indicated on this form once the information requested is available.
6. Pursuant to the Public Records Act, "Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so." The following fees for copies are in accordance with City of Yucaipa Resolution No. 2019-23, adopted June 24, 2019.

General Copying			
(a)	8.5 inches x 11 inches	$	.36/sheet
(b)	8.5 inches x 14 inches	$	.41/sheet
(c)	11 inches x 17 inches	$	.46/sheet
Facsimile			
(a)	1 – 3 pages	$	3.86/page
(b)	4 – 10 pages	$	3.00/page
(c)	Over 10 pages	$	2.50/page

***Audio Tapes (micro-cassette type)**			
(a)	If a tape is provided	$	8.00/each
(b)	If no tape is provided	$	10.00/each
Certification			
		$	2.00/document
Initial Deposit			
			100% of Actual Cost

* Fees established for audio tapes will apply to all audio media, including CD's and flashdrives.

Records that are *exempt* under the Public Records Act, such as investigative records and litigation-related records, may require a document research and handling fee:

Document Research and Handling			
(a)	Minimum	$	19.00
(b)	Over one-half hour	$	5.00/15 min.

Other copy fees are as follows:

FPPC Filings			
	Pursuant to §81008 of the Political Reform Act	$	.10/sheet

The City reserves the right to hire an appropriate outside photocopy business to copy the requested materials for large copy projects or for oversized documents. Charges will be billed at actual cost and the City reserves the right to demand a deposit prior to ordering copies.

A Copy of the California Public Records Act is Available for Review at City Hall.