



**CITY OF FOWLER
128 S. 5TH STREET
FOWLER, CA 93625
(559) 834-3113**

PUBLIC RECORDS REQUEST FORM

The City has 10 calendar days from the date of the request for a copy of records to determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the City, and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit may be extended by written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice will specify a date that would result in an extension for more than 14 days. When the City dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available.

DATE: _____
NAME: _____
ADDRESS: _____
TELEPHONE: _____

TO THE CITY CLERK OF THE CITY OF FOWLER: I REQUEST THAT THE FOLLOWING RECORD BE:

- MADE AVAILABLE TO ME FOR REVIEW AT CITY HALL DURING OFFICE HOURS
- COPIED AND PROVIDED TO ME. I UNDERSTAND THAT I WILL BE CHARGED A COPY CHARGE OF \$.25 FOR B/W COPY AND \$.45 FOR COLOR COPY PER PAGE, FOR THE COPY OF THE RECORD(S) REQUESTED.

DESCRIPTION OF RECORD:

SIGNATURE OF REQUESTER

Requester was given estimated date of _____ for record to be made available
Requester was provided the record or a copy of the record on: _____
Requester was given notice of need for an extension on: _____