

RETURN TO:

Records Management Department
303 East "B" Street
Ontario, CA 91764
909-395-2009 Phone Number
909-395-2395 Fax Number



Public Records Request

The City of Ontario has adopted the following policy statement in compliance with California Government Code Section 6253:

Any person may receive a copy of any identifiable public record not otherwise protected from public disclosure. Upon request, and subject to the appropriate fee, an exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the department. City departments upon notification by the City Clerk of any request for a copy of records shall determine within 10 days after the receipt of such request whether it is possible to comply and shall notify the City Clerk's Department in order to notify the requestor of such determination and the reason therefor.

FOR OFFICE USE ONLY

Please complete the following information in order to process your records request:

Date: _____ Phone: (____) _____
Name: _____
Address: _____

Please describe the records you are seeking as *specifically* as possible:

NOTE: The City Council has directed that a copy fee of \$.15 per page be assessed when responding to records requests. You will be advised of the fee when documents are produced.

It should be noted that draft documents, notes and other working papers are not public record.