



City of Huntington Park Public Records Request Form

In accordance with the California Public Records Act (California Government Code § 6250 et.seq.), the City of Huntington Park strives to provide prompt and efficient access to public records. Any person may request to inspect or receive a copy of a public record, excluding records exempt from disclosure by law. Although the California Public Records Act allows the City 10 days to respond to a request, in some instances records not exempt from disclosure will be made available promptly. In certain circumstances, additional time may be required for research or records retrieval. All document duplication fees are based on the City's current fees.

Step 1: Please use the following form to identify requested record(s)/document(s). Please be as specific as possible. Non-specific inquiries may cause delayed response times and/or staff may be unable to respond.

Step 2: Once completed submit form to the City Clerk's Office via Email to: hpcityclerk@hpcal.gov, Fax: 323-588-4577 or mail to: 6550 Miles Ave. Huntington Park, CA 90255.

Step 3: City Clerk's Office will determine if the City has documents responsive to this request and respond to you within ten (10) days of receiving the request. Records that are easily accessible will be provided at time of request.

Date of Request: _____

Contact Information:

First Name: _____ Last Name: _____

Company/Organization Name (if applicable): _____

Mailing Address: _____

Email: _____ Telephone: _____

Fax (if available): _____

Signature: _____

Request:

I am requesting the following documents (Please be as specific as possible):

Date(s) of documents or records: _____

I would like these documents (check one):

Emailed

Photocopied

Made Available for Inspection
(call to set-up an appointment)

Mailed

The duplication fee for photocopies is \$0.15 for the first page, and \$0.10 any additional standard-sized document page.

Additional costs may apply for postage (U.S. Mail or expedited delivery), photographs, or electronic records where special programming is required.

All payments are due at the time document reproduction is provided.

Payment may be made in cash or check made payable to: **City of Huntington Park**