

DIST:



PLACE OFFICIAL STAMP AND INITIAL BELOW

**CITY OF BARSTOW**  
OFFICE OF THE CITY CLERK

**REQUEST FOR PUBLIC RECORDS**

Date requested:

Date required:

**PLEASE LIST EACH DOCUMENT, FILE OR RECORD SEPARATELY AND INCLUDE A BRIEF DESCRIPTION**

I wish to :  
(please check)

Review  
Obtain copies of the following public records:

*I/We, the undersigned, request documents as indicated and agree to pay the City of Barstow for copies at the rate of twenty-five cents per page (ten cents per page for documents requested pursuant to the Political Reform Act) at the time of receipt.*

*I/We have read the policy on the reverse of this form \_\_\_\_\_ (please initial)*

Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

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

Fax Number ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Reviewed by City Clerk:  Approved  Denied

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

Reason, if denied:

**Disposition of Request:** Documents/response provided on (date):

By (check one):  Mail  Pick-up  FAX  Email  Delivered  Verbal  Phone

**Comments:**

Date Completed:

Staff Member(s):

Staff Time:

Office Hours are 7:30 a.m. to 5:30 p.m. Monday thru Thursday and Fridays 7:30 a.m. to 4:30 p.m.  
220 E. Mountain View St., Ste. "A" Barstow, CA 92311 ~ (760) 256-3531/ Fax: (760) 256-1750

The California Public Records Act (Government Code Section 7920 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State. In recent years the City of Barstow has experienced a substantial growth in the volume of requests for public records and the staff time required to respond to such requests, particularly with respect to requests for documents relevant to disputes between private parties. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters and private investigators, the process by which the City will respond to requests for records under the Public Records Act.

1. All requests for public records shall be in writing on a form approved by the City Council, unless the request is to review an agenda or agenda reports of the City or a City Commission or committee, the Municipal Code, the General Plan or the Uniform Building Codes, which are available in the City Clerk's Office.
2. The City Clerk will respond to all requests as soon as possible, but not later than the ten-day period, or extensions thereof, as provided by Government Code Section 7922.
  - a. The City Clerk shall review the request and determine whether the request seeks identifiable records and, if not, the City Clerk shall assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
  - b. The City Clerk shall request all City Departments which may have the records requested to search their files and report back to the City Clerk on whether the Department has the records and, if so, when the records can be made available to the person seeking them.
  - c. The City Clerk shall respond to the person requesting records by advising him or her in writing of the availability of the documents, a description of the information technology and physical location in which the records exist, and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the City Clerk will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act.
  - d. If a request is made for copies of the records, the City Clerk shall also advise the person requesting copies of the estimated costs of copying the records requested.
  - e. The person requesting the copies shall pay the per page charge for copying as set forth by resolution of the City Council for all copies requested. The City Clerk shall not make the requested copies until a deposit in the amount of the estimated costs of copying is received and shall not release the copies until the full cost of copying is paid to the City.
3. In accordance with the Public Records Act, the City will provide only specific identifiable records but will not research City records for particular types of information or analyze information, which may be contained within public records.
4. 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.