



**CITY of CALABASAS**

**PUBLIC RECORDS REQUEST**

**City of Calabasas**  
100 Civic Center Way  
Calabasas, CA 91302  
(818) 224-1600  
(818) 225-7324 FAX  
www.cityofcalabasas.com

(for office use only)

Public records are available for inspection at all times during normal business hours and are available for inspection at no charge. Some records are not available for review because they are confidential pursuant to the Public Records Act or other statute. It may be necessary for a member of the City Clerk's staff to schedule an appointment with you to visit City Hall to inspect files or documents that are currently active and/or large. Pursuant to the Public Records Act, the records will be available for inspection (or duplications will be available for retrieval) within 10 days OR you will be notified in writing if additional time is needed to gather the requested records.

Copies of public records are available for purchase based on the current fee schedules. If you require assistance with this request, staff in the City Clerk's office is available to assist you.

- I wish to INSPECT records specified in this request at no charge. I may later choose to purchase copies.
- I wish to PURCHASE COPIES of records specified in this request without prior inspection.

Please type or print legibly.

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please specify exactly what record(s) or document(s) you are requesting. Unclear requests may result in delay, error or the necessity for you to resubmit the request. You may attach additional pages or an itemized list.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(additional space is available on the reverse)

(Office use only)

Date available: \_\_\_\_\_ Date provided: \_\_\_\_\_ Copy fee: \_\_\_\_\_ Initials: \_\_\_\_\_

