

RETURN TO:

City of Maywood Attn: City Clerk
4319 E. Slauson Avenue
Maywood, CA 90270
Phone Number 323-562-5700
Fax Number 323-773-2806



Public Records Request for Copies

The City of Maywood 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 in order to notify the requestor of such determination and the reason thereof.

For Office Use Only

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

Date: _____ Phone: () _____

Name: _____

Address: _____

Please describe in detail the document(s) requested, including the date of the document or time period. Please print all information.

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

NOTE: The City's fee of \$.10 per page will be assessed when responding to records requests. You will be advised of the fee when documents are produced. Draft documents, notes and other working papers are not public record.