

City of Moreno Valley
City Clerk's Office
Public Records Request
For records in the possession of the City of Moreno Valley

Requesting Party Information

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Records Requested

I wish to: _____ Review public records specified in this request
_____ Obtain copies of public records without prior inspection

Requested Records (Please be as specific as possible; provide dates when applicable):

Please note that a fee for each page copied will be charged in accordance with the current Council approved Fee Resolution. Payments shall be made prior to release of records requested.

If applicable, you will be advised within 10 days of the availability of the documents and whether disclosure of any of the documents is exempt under the provisions of the Public Records Act.

This area for staff use only

Received by (name/department): _____

Date Request Received: _____ Date Response Due: _____
(Respond by 10 calendar days)

Date Requested Document Provided _____; mailed _____; picked up _____; other _____
Copying fee: _____ pages @ \$ 0.____ /page = \$ _____ + _____ postage = Total _____
(if applicable)

Records may be requested by email: cityclerk@moval.org, fax 951.413.3009, phone 951.413.3001 or in person at 14177 Frederick St., City Clerk's Department (2nd floor)

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