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## PUBLIC RECORDS REQUEST

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DATE REQUESTED: \_\_\_\_\_

DATE PROVIDED: \_\_\_\_\_

PUBLIC REQUEST

INTERNAL REQUEST

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/EXT NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX NO: \_\_\_\_\_

DOCUMENTS (S) REQUESTED: \_\_\_\_\_

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REQUESTED FOR REVIEW ONLY

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APPROVED BY (If needed): \_\_\_\_\_

CITY ATTORNEY

Number of pages: \_\_\_\_\_

AMOUNT DUE: \_\_\_\_\_

PLEASE REMIT TO: City Clerk's Office  
1 N. San Antonio Road  
Los Altos, CA 94022  
650-947-2720

Accounting Number: \_\_\_\_\_ ---- \_\_\_\_\_  
(Charge Code) (Object Code)

**Copies of documents, with the exception of certain election related records, are available for 25 cents, unless outside duplication services are required.**

- Forward to
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> City Attorney | <input checked="" type="checkbox"/> City Manager/City Clerk |
| <input type="checkbox"/> Community Development    | <input type="checkbox"/> Recreation                         |
| <input type="checkbox"/> Finance                  | <input type="checkbox"/> Public Safety                      |
| <input type="checkbox"/> Human Resources          | <input type="checkbox"/> Engineering Services               |
|   | <input type="checkbox"/> Maintenance Services               |