



City of Cerritos – Office of the City Clerk
 Civic Center • 18125 Bloomfield Avenue
 P.O. Box 3130 • Cerritos, California 90703-3130
 Phone: (562) 916-1248 • Fax: (562) 809-8411
 city_clerk@cerritos.us • cerritos.gov

Date/Time Received

REQUEST FOR PUBLIC RECORDS

Completed requests may be mailed, hand delivered, faxed or emailed to the City of Cerritos, City Clerk’s Office. Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are accessible and available within the City’s records system and will notify the requestor of such determination (California Public Records Act [GC Section 7920.000 *et seq.*]).

Requestor Information

This information is voluntary and used for contact and coordination purposes only.

Name: _____

Company/Organization (if applicable): _____

Address: _____

Telephone Number: _____ e-mail Address: _____

Description of Requested Record(s)

Please provide a detailed description of the public record(s) requested. You must include a date or date range. Your request must be sufficiently focused and specific to allow the City to identify and locate the requested record(s).

Date/Date Range: _____

Address (if applicable): _____

Requested Records: _____

Release of Record(s)

I wish to receive the requested records:

- Electronically via e-mail
 Inspect on-site
 Receive hard copies
 Mail Copies

Depending on the file size, some records may not be available for electronic delivery.

Please coordinate viewing room availability and Staff time.

Certain fees associated with hard copies, see "Fees" (page 2).

(Office use only)

City Clerk’s Office Review

Received by: _____ Date: _____

- e-mail
 Over the Counter
 U.S. Mail
 Fax

City of Cerritos Public Records

The City of Cerritos is responsive to the public's need for information about the City and the business of city government. It is the goal of the City to provide services in a transparent manner, which includes timely access to requested records. Most importantly, the City of Cerritos understands and supports the public's right to access the majority of the records created and maintained by the City during the course of normal business. City staff will assist in identifying responsive records by, as appropriate, describing relevant City records. The City has ten (10) days to respond to any request for public records; however, all requests will be filled as soon as possible. Should unusual circumstances exist, as provided in California Government Code Section 7922.535(c), the City may extend the time for a response by an additional fourteen (14) days. If an extension is warranted, the requestor will be notified.

California Public Records Act

The California Public Records Act ("PRA") [GC Section 7920.000 *et seq.*], is a California statute that affords the public the right to inspect, and be provided a copy of, most of the written information retained by State and local agencies in the course of business. The PRA regulates the public's access to records and sets out the specific statutory circumstances under which particular records need not be disclosed. The PRA states that public records are open to inspection at all times during the office hours of a local agency.

What is a Record?

"Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics [California Government Code Section 7920.530(a)].

Fees

Access to view public records is free. Requestors may review the requested items during regular business hours, please call to coordinate viewing room and staff availability. Records may be duplicated. Duplication fees are listed below and must be paid prior to receiving copies of records. Duplication of official building plans will not be produced by the City until the City requests and receives a notarized affidavit with written permission to do so from both the owner and the design professional who prepared the plan(s).

Copies:	\$0.15 per page
Flash Drive:	\$5.00 per drive
Large Maps:	\$5.00 per page
Oversized Pages:	\$5.00 per page
Postage:	Varies, actual cost of mailing

Questions? Need Assistance?

Please contact the Office of the City Clerk at (562) 916-1248 or email city_clerk@cerritos.us. The City Clerk's Office hours of operation are 8 a.m. – 5 p.m., Monday through Friday.