

**CITY OF ATASCADERO  
OFFICE OF THE CITY CLERK  
REQUEST FOR PUBLIC RECORDS**

The California Public Records Act (Government Code 6250, et. seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request.

The fee for preparing a copy of any documented record, when made by photographic process, is fifty cents (\$.50) for the first page and ten cents (\$.10) for any additional pages. Requests for research not related to a specific record can only be accommodated on an as available basis, and may require a charge for staff time at the fully allocated rate for the employee conducting the research.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

FIRM: \_\_\_\_\_ CONTACT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

PROPERTY ADDRESS OF RECORDS BEING REQUESTED: \_\_\_\_\_

APPROXIMATE DATE OF MATERIAL: \_\_\_\_\_ *(if records being requested pre-date Atascadero's incorporation in 1979, it is possible that residential building records or other documents not found in the City's archives or on microfilm files, may be available at the San Luis Obispo County Clerk Recorder's Office).*

INFORMATION NEEDED: For each record, describe type, date, subject, title, etc. Please be very specific.

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**YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.**  
*California Government Code Section 6253 (c): Each agency, upon request for a copy of records shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended, by written notice by the head of the agency, or his or her designee, to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days.*

Marcia McClure Torgerson. C.M.C.  
City Clerk

**FOR OFFICIAL USE ONLY**

Researched by: \_\_\_\_\_

Time Spent: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Charge (if any): \_\_\_\_\_

Mail: \_\_\_\_\_ Pickup: \_\_\_\_\_