

Date Received _____
Received By _____

City of Manhattan Beach **REQUEST FOR PUBLIC RECORDS**

The City of Manhattan Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City, in accordance with Government Code Section 6256, has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name _____ **Phone** _____
Address _____ **Email** _____
_____ **Fax** _____

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non-specific inquiries may cause response to be delayed or may prove to be burdensome and therefore the City may not be able to respond.

Applicable Charges:

Total Amount Due _____

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned documents.

Signature _____ **Date**

For Official Use Only - After completion of request, please forward copy to the City Clerk's Office			
Action Requested:	Action Taken:	By: _____	Date: _____
_____ Review Only	_____ Document Reviewed	_____ Non-Existent Document	
_____ Copies Requested	_____ Copies Provided	_____ Other (Please Explain)	
_____ Refusal/Reason _____			

**GOVERNMENT CODE SECTIONS AND DESCRIPTIONS/
CITY OF MANHATTAN BEACH RESOLUTIONS**

GC6257

REQUEST FOR COPY; PROMPT AVAILABILITY; FEE; REASONABLY SEGREGABLE PORTION AFTER DELETION OF EXEMPT PORTIONS.

"Except with respect to public records exempt by express provisions of law from disclosure, each state or local agency, upon any request for a copy of records, which reasonably describes an identifiable record or information produced therefrom, shall make the records promptly available to any person, upon payment of fees covering direct costs of duplication, or statutory fee, if applicable. Any reasonably segregable portion of a record shall be provided to any person requesting such record after deletion of portions which are exempt by law."

GC6256

COPIES OF RECORD; DETERMINATION OF COMPLIANCE WITH REQUEST; NOTICE; REASONS

"Each agency, upon a request for a copy of records, shall, within ten (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 usual 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. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request."

CAMPAIGN DOCUMENTS-POLITICAL REFORM ACT GC81008-PUBLIC RECORDS; INSPECTION AND REPRODUCTION; TIME; CHARGES

"(a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practical, but in any event not later than the second business day following the day on which it was received. *No conditions whatsoever shall be imposed upon persons desiring to inspect or reproduce report and statements filed under this title, nor shall any information or identification be required from such persons. Copies shall be provided at a charge not to exceed ten cents (\$0.10) per page.* In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5.00) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request."

Exhibit "A" Per Fee Resolution No. (Effective)

TASK	DESCRIPTION	DEPT.	REF#	COST
TC-9025 Initiative Petition	Any notice of intent to circulate an initiative petition for a municipal measure (refunded within one year of date of filing notice of intent if Clerk certifies sufficiency of petition.	FIN		\$200.00
TC-9025 Reproduction	Campaign Statements – per page	FIN		\$0.10
TC-9025 Municipal Code	Municipal Code- without binder	FIN		\$319.00
TC-9025 Municipal Code	Municipal Code – supplements only	FIN		\$37.00
TC-9025 Municipal Code	Title I0 – without binders	FIN		\$69.00
TC-9025 Municipal Code	Title I0 – yearly supplements	FIN		\$22.00
TC-9025 Reproduction	Copy – per page	FIN	GC 6253(b)	\$0.10
TC-9025 Reproduction	Microfiche – per page	FIN	GC 6253(b)	\$0.10
TC-9025 Reproduction	DVD/Tape Copy Service	FIN		\$6.00
TC-9025 Reproduction	Document Imaging – per page	FIN		\$0.40
TC-9025 Reproduction	Certified Copies – per page	FIN	GC 6253(b)	\$.25
TC-9025 Reproduction	Retrieval of Offsite Archival Documents- per delivery	FIN		\$41.68