



PUBLIC RECORDS ACT REQUEST FORM
City of Bellflower – City Clerk’s Office
16600 Civic Center Drive, Bellflower, California 90706
Email: cclerk@bellflower.org / Phone: (562) 804-1424, Ext. 2271

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT, pursuant to California Government Code Section 6250, which, in part, provides that upon receipt of a request for public records, the City has ten (10) calendar days to notify the requestor of its determination as to whether there are public records responsive to the request and, if so, when those records will be available.

Basic Fees: Campaign Documents per Political Reform Act GC81008 – 10 cents per page; all other records 25 cents per page; \$5.00 per CD/DVD; and postage costs, if applicable. Other applicable fees pursuant to the Comprehensive Fee Schedule.

Requestor’s Name (Print)	Company or Organization (if applicable)
Address	Phone (Home/Business/Mobile)
Requestor’s Signature	Email Address
I am requesting to: <input type="checkbox"/> Review <input type="checkbox"/> Obtain a copy (<i>Pick one:</i> <input type="checkbox"/> Pick-up <input type="checkbox"/> Mail <input type="checkbox"/> Email)	
Document Type: <input type="checkbox"/> Building Permits <input type="checkbox"/> Contract <input type="checkbox"/> Minutes <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Other	
Please provide a detailed description of the public record(s) requested, i.e., name of document, date range, property address, and/or other applicable details that will assist with identifying the record.	
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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 practicable, 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 reports 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) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement at the same time shall be considered a single request.”

For Internal Use Only			
Tracking	Due Dates	Distribution	
___ Logged	10 Day: _____	<input checked="" type="checkbox"/> CA	<input type="checkbox"/> ED <input type="checkbox"/> PL <input type="checkbox"/> P&R
___ Distributed	14 Day: _____	<input checked="" type="checkbox"/> CC	<input type="checkbox"/> FIN <input type="checkbox"/> B&S <input type="checkbox"/> PS
___ Calendared		<input checked="" type="checkbox"/> CM	<input type="checkbox"/> HR <input type="checkbox"/> CE <input type="checkbox"/> PW