



City Hall

Public Records Request

Date Stamp

Please refer to the back of this form for information regarding California Public Record Act requests.

(Govt. Code Section 6250 et seq.)

PLEASE PRINT CLEARLY

Section 1 - Records Requested

(Please list each document, file, or record separately)

I wish to: ☐ review
☐ obtain copies of the following public records:

1. _____
2. _____
3. _____
4. _____

Section 2 - Requesting Party Information

I/We the undersigned, request documents as indicated above and agree to pay the City of Bishop at the rate of .10¢ per page for copies made. Electronic copy - no charge.

Name of individual making request: _____

Representing Business Name/Organization: _____

Mailing Address: _____

Phone: () _____ Fax: () _____

Email address: _____

Signature of Person Making Request: _____

Do Not Write Below this Line - For City Use Only

Date Response Due: _____ Date Response Mailed/Picked Up: _____

Action Taken on Request: _____

Payment Received: _____ ☐ Check # _____ ☐ Cash Receipt # _____

Received by: _____

The California Public Records Act (*Government Code Section 6250 et seq.*) provides California Citizens with important rights to obtain access to records held by public agencies in the State.

In recent years, the City of Bishop has experienced a substantial growth in the volume of requests for public records and the time required to respond to such request. The purpose of this policy is to clarify for the public, attorneys, insurance adjusters, and private investigators, the process by which the City of Bishop will respond to requests for records under the California Public Records Act.

1. All requests for public records are encouraged to be submitted in writing on the form prescribed by the City of Bishop in order to assist records staff in responding efficiently to all requests.
2. The City of Bishop will make every effort to respond effectively to all requests in a timely manner, but not later than the 10-day period, or extensions thereof, as provided by Government Code Section 6253.
 - a. The City of Bishop shall review the request and determine whether the request seeks identifiable records and, if not, the staff shall assist the person making the request to identify records and information that are responsive to the request or to the purpose of the request, if stated.
 - b. The City of Bishop shall request all departments which may have the records requested to search their files and report back on whether the Department has the records and, if so, when the records can be made available to the person requesting them.
 - c. The City of Bishop shall respond to the person requesting records by advising in writing of the availability of the documents, a description of the information technology and physical location in which the records exist, and whether any of the documents are exempt from disclosure under the provisions of the Public Records Act. To the extent feasible, the City of Bishop will provide suggestions for overcoming any practical basis for denying access to the records or information sought in compliance with the Public Records Act.
 - d. If a request is made for copies of the records, the City of Bishop shall also advise the person requesting copies of the estimated costs of copying the records requested.
 - e. The person requesting the copies shall pay the charge for copying as set forth by resolution of the City Council for all copies requested. The City of Bishop shall not make the requested copies until a deposit in the amount of the estimated costs of copying is received and shall not release the copies until the full cost of copying is paid to the City.
3. In accordance with the Public Records Act, the City of Bishop will provide only specific identifiable records but will not research City records for particular types of information or analyze information which may be contained within public records. The City will not create a new document to satisfy a records request nor will the City recognize standing requests.
4. The City of Bishop will respond to requests for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

♦ City of Bishop Hours: 8:00 a.m. to 4:30 p.m. Monday thru Friday ♦

♦ 377 West Line Street, Bishop, California 93514 ♦ Telephone (760) 873-5863 ♦ Fax (760) 873-4873 ♦