PUBLIC RECORDS REQUEST

CITY OF SOUTH LAKE TAHOE
Finance Department
1901 Airport Road, Suite 210
South Lake Tahoe, CA 96150
Phone: (530) 542-6012 Fax: (530) 542-6041

The City of South Lake Tahoe is pleased to assist you in your request for public records/information. Your request will be processed in compliance with the Public Records Acts (Government Code Sections 6250 et seq.)

Government Code Section 6253(c): Each agency, upon a 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 possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. 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. 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.

Date:

Name:

Mailing Address:

Phone:

FAX: **Email Address:**

Please tell us how you would like for the City to provide you with the information requested:
□ Walk in/Personal pick up □ Fax □ Email □ Mail □ Other_____

RECORD BEING REQUESTED: (Please very specific)

Please Do Not Write Below This Line -FOR OFFICE USE ONLY

Cost for Services Provided:
TOT report: _____ @ $5 each = $_____ Duplicate BL Certificate_____ @ $14 each = $_____ Other (describe): Total = $_____

Date information provided: _____**By:** _____
Name/Department