



## California Public Records Act Request

To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the City of South Lake Tahoe. The City Clerk staff is available to assist you in identifying the records in the control of the City based on your description. The City is not required by law to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at this office, the Division must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.

Please carefully read the back of this form for information on copying costs and other pertinent information.

### REQUESTER INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Preferred method of contact in the event of questions: \_\_\_\_\_

### REQUESTED RECORDS

Time period covering documents requested: \_\_\_\_\_

I wish to inspect the requested records, where applicable, and do not want copies produced at this time.

I would like copies emailed to the address provided.

I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being copied.

\_\_\_\_\_  
Signature of Requester

It is the policy of the City of South Lake Tahoe that public records are open to inspection at all times during office hours. Office of the City Clerk hours are Monday through Friday, 8 a.m. to 5 p.m. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. It is also the policy of the City of South Lake Tahoe that except for public records exempt from disclosure by express provisions of law, a request for a copy of reasonably-described identifiable records shall be made available with minimal delay to the requesting party. An exact copy shall be provided unless impracticable to do so.

Requests must be for records in the possession of, prepared, owned, used or retained by the City of South Lake Tahoe (Gov. Code Sec. 6252(e)) and requests must be for clearly identifiable records. If necessary, City Clerk staff will assist the requesting party in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of the City of South Lake Tahoe.

You will be notified within ten (10) days:

- Whether the City requires an extension of time to determine whether it has records responsive to your request
- Whether the City has records responsive to your request but which are exempt from disclosure and the reasons for exemption
- Whether the City has records responsive to your request and the page count and cost of copying the records
- Based on the page count, the time required to copy the documents requested. Copying of documents responsive to your request will be completed as soon as possible.

If your request is to review documents rather than receive copies, the City Clerk will make an appointment at the time of presentation of your request for a future date reasonable to allow the City Clerk time to gather the documents.

The City charges \$.10 per page for copied documents.

Records stored by the City of South Lake Tahoe in electronic format will be provided in the same electronic format when requested by any person. Direct costs incurred by the City in providing certain electronic data, including direct costs of redacting confidential information or information not otherwise subject to disclosure, shall be paid by the recipient. The City is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request.

For further clarification, please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.)

**Susan Blankenship, City Clerk**  
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