RETURN TO:

City Clerk / Records Management Department
303 East "B" Street
Ontario, CA 91764
909-395-2009 Phone Number
909-395-2395 Fax Number
Email to: recordsmanagement@ontarioca.gov

Public Records Request

The City of Ontario has adopted the following policy statement in compliance with the California Government Code Section 6253:

Any person may receive a copy of any identifiable public record not otherwise protected from public disclosure. Upon request, and subject to the appropriate fee, an exact copy shall be provided, unless impracticable to do so. Computer data shall be provided in a form determined by the department. City departments upon notification by the City Clerk, of any request for a copy of records, shall determine within 10 days after the receipt of such request, whether it is possible to comply. The City Clerk's Department will notify the requestor of such determination and the reason therefor.

FOR OFFICE USE ONLY

Please complete the following information in order to process your records request:

Date: _____ **Phone: (_____)** _____
Name: _____ **Email:** _____
Address:_____ **City:** _____ **State:** ____ **Zip Code:** _____

Please describe the records you are seeking as *specifically* as possible:

NOTE: The City Council has directed that a copy fee of $.15 per page be assessed when responding to records requests. You will be advised of the fee when documents are produced.

It should be noted that draft documents, notes and other working papers are not public records.