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

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.

The City of Ontario has adopted the following policy statement

in compliance with the California Government Code Section

FOR OFFICE USE ONLY

Date:	Phone: ()		
Name:	Email: State: Zip Co		
Address:	City:	State:	_ Zip Code
Please describe the reco	rds you are seeking as <i>specifica</i>	ally as possible:	
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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.