



# CITY OF RIPON

## REQUEST FOR PUBLIC RECORDS

Your request will be processed in compliance with the Public Records Act. California Government Code § 6253. Upon a request for a copy or inspection of records, the City shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice 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. Please note that you will be contacted when the information is available for pickup and/or inspection. All document duplication fees are due and payable in full upon pick up.

You may submit your request to inspect or receive copies of public records during regular office hours to the City Clerk, City of Ripon, 259 N. Wilma Avenue, Ripon, California, 95366. You may also contact the office by e-mail at [information@cityofripon.org](mailto:information@cityofripon.org).

### Requestor Identification:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Request Date: \_\_\_\_\_

Preferred Delivery:

\*Pick Up  \*US Mail  E-mail

\*Copy costs: 10-cents per letter-size  
15-cents for legal-size

Inspection Only:  Date: \_\_\_\_\_

### Name of public record(s) requested:

If necessary, you may provide a description which reasonably identifies the public record(s) requested. We will do our best to help you; however, non-specific request(s) which are ambiguous and uncertain shall be returned for more information.

City of Ripon  
259 N. Wilma Avenue  
Ripon, CA 95366  
Phone (209) 599-2108  
Fax (209) 599-2685  
[information@cityofripon.org](mailto:information@cityofripon.org)