



City of Diamond Bar
 21810 Copley Drive
 Diamond Bar, CA. 91765
 909.839.7000 FAX: 909-861-3117
 Email: TCribbins@diamondbarca.gov

DATE STAMP:

Public Document Request Form

In compliance with the California Public Records Act, Government Code Section 6250, the City of Diamond Bar is required to provide members of the public, upon request, any information relating to the conduct of the public's business that is prepared, owned, used or retained by the city, regardless of physical form or characteristics. Records that are exempt under the Public Records Act will not be available to the public.

INSTRUCTIONS

Public Document Requests may be submitted by mail, fax, email, or in person.

Please completed the form below to request pubic records under the California Public Records Act. Type or print all information completely. Public Document Requests will be processed within ten days. If, because of the nature of the request, it is not possible to furnish the information requested, you will be notified within the ten-day processing period.

FEES: A copying fee of \$0.10 (ten cents) per page will be charged for the copying of documents and records.

Name: _____ Mailing Address: _____ _____ _____	Date of Request: Best Contact Telephone () _____ Email: _____
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Subject Address (if applicable): _____

Document (s) Requested and Description *(if you require additional space, attach additional sheets to this request) :*

FOR OFFICE USE ONLY			
Circle One:	No Records Found	See Attached Records	See All Staff Drive
Notes:			

PDR #: