

**CITY OF MONTEREY  
PUBLIC RECORDS REQUEST FORM**

Public Records are open to inspection at all times during regular office hours of the City of Monterey and every person has a right to inspect and/or be provided a copy of any identifiable public record.

- ◆ The law allows the City up to ten (10) days to determine whether to grant the request. The City shall notify you of its determination within this time period.

**DATE REQUESTED:** \_\_\_\_\_

**INFORMATION REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF RECORD(S):** \_\_\_\_\_

**REQUEST FOR:**

- COPIES TO BE MADE**
- COPIES OF PUBLIC HEARING TAPES TO BE MADE**
- DOCUMENT INSPECTION ONLY**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS (IF ANY):** \_\_\_\_\_

**COPIES ARE \$.10 PER PAGE. AN ADVANCE DEPOSIT MAY BE REQUIRED FOR MULTIPLE COPIES.**

**COPIES OF PUBLIC HEARING TAPES ARE CHARGED AT \$5.00 PER TAPE.**

**FEE DUE:** \_\_\_\_\_