CITY of COLFAX
CALIFORNIA
CITY HALL, 33 SOUTH MAIN STREET, COLFAX, CA

Public Records Request

The City of Colfax is committed to providing prompt and courteous response to public requests for information in compliance with the California Public Records Act (CPRA). Staff will review all requests for documents and respond within ten (10) calendar days with either the document or an explanation of the exempt status to the CPRA. If the request includes a large volume of documents requiring significant staff time to compile, you will be provided with a timeline for availability.

REQUESTOR INFORMATION

Name _____ **Date of Request** _____

Address _____ **State** _____ **Zip Code** _____

Telephone _____ **Email address** _____

PREFERRED METHOD OF TRANSMITTING DOCUMENT

❑ **Personal Pick-up** ❑ **Email** ❑ **Mail** ❑ **Other** _____

Please note: Copies are $.50/page (plus mailing costs), Duplication of other items at cost

REQUESTED DOCUMENTS/INFORMATION (Please be specific and list each document separately)

CPRA permits anonymous requests – staff will hold such requests at City Hall for pickup – applicable fees will be collected.

FOR OFFICE USE ONLY

Number of Pages _____ **Copy Costs ($.50/page)** _____ **Postage Cost** _____

Total Due _____

Updated 9/19/18