



## City of Livingston Request for Public Records

Date Requested	Document Requested	C – Copy R- Reviewed	Date Provided	Processed By

Name of Requestor: \_\_\_\_\_ Company/Organization: \_\_\_\_\_  
 (please print) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_

**Process**

This form is provided to assure compliance with the California Public Records Act, Government Code 6253 et.al. which provides, in part, that “Any person may receive a copy of any *identifiable* public records.” Generally, where a single, and clearly identified document is requested, it is the policy of the City of Livingston to provide requested records within a reasonable time as outlined by law.

**Copy Charges**

The City Council has adopted a policy to provide first ten (10) pages of any document at no charge. Copy costs after the first 10 pages are \$.15 per page, provided the page is no larger than legal size. Oversize items or items requiring special handling to copy are charged at the City’s costs.