



City of Duarte
1600 Huntington Drive
Duarte, California 91010
Phone (626) 357-7931
FAX (626) 358-0018

Email: duarte91010@accessduarte.com

REQUEST FOR PUBLIC RECORDS

To expedite your request and to eliminate opportunities for error, please fill out this form completely, with as much detail as possible, and identify specifically the records you are requesting. You will be contacted when the information is ready. Please mail, fax, or email your request to the above addresses/number.

REQUESTER INFORMATION

Name _____ Date of Request _____
Address _____ City _____ State, Zip _____
Phone _____ Email _____
Preferred method of contact in the event of questions _____

REQUESTED RECORDS

Please list the records you are requesting. For each record, please describe type, date, title, subject, time period covering documents requested, etc. Please be as specific as possible.

Please check all that apply:

- I wish to make an appointment to review the records indicated above before copies are made.
- I wish to have copies/duplicates of the records indicated above.
- I would like the information I have requested mailed to me, and will pay the postage cost for documents exceeding 15 pages.
- Call me and I will pick up the information in person.

I agree to reimburse the City of Duarte for the direct cost of duplicating* the information requested, and postage costs for documents exceeding 15 pages if the documents are mailed to me. If the documents are mailed to me, I agree to pay the duplicating and/or postage costs in advance.

Signature of Requester

*Copying costs: Resident: 35¢ per page
Non-Resident: 45¢ per page
FPPC Documents: 10¢ per page (set by State Law)

*Scanning costs: Resident: 35¢ per page
Non-Resident: 45¢ per page