



# City of Tracy

333 Civic Center Plaza, Tracy, CA. 95376

Office of the City Clerk  
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## PUBLIC RECORDS REQUEST

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe records requested. Please be specific. For each record, provide type, date or time period, subject, title etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies Requested?

YES. I understand there is a cost associated with this request (as outlined below) which must be paid prior to receipt of the documents requested.

NO. I just wish to view the records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Materials provided via: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: No. of pages: \_\_\_\_\_ @ 15 ¢ per page = \$ \_\_\_\_\_

Copies FPPC filings: No. of pages: \_\_\_\_\_ @ 10 ¢ per page = \$ \_\_\_\_\_

Certification: \$17 = \$ \_\_\_\_\_

Copy of Existing DVD/CD No. of DVD/CDs: \_\_\_\_\_ @ \$2 each = \$ \_\_\_\_\_

Postage if mailed: Actual Cost = \$ \_\_\_\_\_

Miscellaneous = \$ \_\_\_\_\_

**Total Cost = \$ \_\_\_\_\_**