

For Office Use Only
PRA# _____
PRA Due Date _____
Post to Log _____
VTI Time _____

**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.

- ◆ **By law the City is allowed ten (10) days to determine whether to grant the request. If the request is granted, the City will notify you of its determination within the 10 days allowed.**

DATE REQUESTED: _____

INFORMATION REQUESTED:

DESCRIPTION OF RECORD(S):

REQUEST FOR:

COPIES - HARD COPIES OR EMAIL (check one)

COPIES OF PUBLIC HEARING DVDS TO BE MADE

DOCUMENT INSPECTION ONLY

NAME: _____

ADDRESS: _____

PHONE #: _____ **EMAIL:** _____

SPECIAL INSTRUCTIONS (IF ANY):

PHOTOCOPIES ARE \$.10 PER SINGLE-SIDED PAGE. AN ADVANCE DEPOSIT MAY BE REQUIRED FOR MULTIPLE COPIES.

COPIES OF PUBLIC HEARING DVD'S ARE CHARGED BASED ON OPEN MARKET DVD DUPLICATION COSTS, CURRENTLY \$1.00 PER DVD.