City of Imperial Beach

Request for Public Records

Office of the City Clerk
825 Imperial Beach Blvd.
Imperial Beach, CA 91932
Office: (619) 628-2347
Fax: (619) 628-1395
Email: cityclerk@imperialbeachca.gov

Clear Form

FOR CITY CLERK'S USE ONLY

Amount Due: _____
P/U / E-mail Date: _____
Processed By: _____

The City of Imperial Beach is committed to providing prompt, courteous access to Public Records. All requests will be reviewed as soon as possible and responded to within 10 days in compliance with the California Public Records Act.

Once completed, please print form and hand deliver, mail, fax, or scan and email the form to the City Clerk's Department at City Hall.

Copies will be provided at a cost of $0.35 for the first page and $0.10 for each page thereafter. Microfilm copies are $0.50 for the first page and $0.15 for each page thereafter. Copies of meeting tapes are $5.00 each. If you would like the records mailed, a postage fee will be added to the total due. Once staff calculates cost, payment will be required in advance for direct cost of duplication and postage.

Date Requested:

Service(s) Requested

Inspection: ☐

Copy: ☐

Name: _____

Company: _____

Mailing Address: _____

_____

Phone: _____ Fax: _____

Email: _____

Is this request related to pending litigation involving the City of Imperial Beach? Yes ____ No ____

If yes, Please provide the name(s) of the party involved: _____

_____

Description of public record (You must describe the requested records in sufficient detail to allow the City to identify the record sought. Staff is available to assist you to clarify your request):

_____

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_____

_____ Date Completed: _____