# CITY CLERK'S OFFICE

**7100 Garfield Avenue, Bell Gardens, CA**
**90201 Phone: 562-806-7704 Fax: 562-776-5347**

## Request for Public Information

Upon receipt of a request for City records, the City shall determine within ten (10) days if the records are public and available within the City's records system and notify the citizen of such determination. Please complete this form and hand-deliver it, fax, mail it or simply email us a copy to vquiroz@bellgardens.org

*The City's standard copying fee is $0.25 per page. An advance copying deposit may be required*

Requestor (Print Name) Email.

Address (Optional) Phone No.

Signature Date

Services Requested:

☐ Inspection ☐ Copying

☐ Inspection & Copying ☐ Electronic Records

Description of Records:
Please give a complete description of the records requested.