

RECORDS REQUEST FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECORDS REQUESTED (IDENTIFY WITH PARTICULARITY): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF RECEIPT OF RECORDS REQUESTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*\*\*\*\*

FOR DISTRICT USE ONLY

FORM COMPLETE? \_\_\_\_\_ YES \_\_\_\_\_ NO

RECORDS LOCATED? \_\_\_\_\_ YES \_\_\_\_\_ NO

REQUEST COMPLIED WITH? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, STATE REASON: \_\_\_\_\_

\_\_\_\_\_

RECORDS SUPPLIED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COST OF RECORDS REQUEST: \_\_\_\_\_

\_\_\_\_\_  
COMPLIANCE DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\*DO NOT USE WITH REQUESTS FOR POLITICAL REFORM ACT DISCLOSURE STATEMENTS (FORM 700 – STATEMENT OF ECONOMIC INTERESTS)  
(PURSUANT TO GOVERNMENT CODE SECTION 81008)

\*Government Code Section 81008: Public Records; Inspection; Reproduction (a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than the second business day following the day on which it was received. No conditionals whatsoever shall be imposed upon person desiring to inspect or reproduce reports and statements filed under this title, nor shall any information or identification be required of such persons. Copies shall be provided at a charge not to exceed one dollar (\$1.00) for the first page of a document and ten cents (\$0.10) each page thereafter (Resolution no. 547). In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5.00) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement at the same time shall be considered a single request. (b) Campaign statements shall be open for public inspection and reproduction for 9:00 a.m. to 5:00 p.m. on the Saturday preceding an election held on the first Tuesday after the first Monday in June or November in even-numbered years in the offices of the Secretary of State, Registrar-Recorder of Los Angeles County, Registrar of Voters San Diego County and Registrar of Voters of the City and County of San Francisco.