



**Public Records Request**  
**Office of the City Clerk**  
kleahy@vista.gov  
(760) 639-6126 Fax

**Contact Information**

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

***Please see reverse side for instructions.***

To help us assist you in retrieving the documents you request, please provide the name, title or description of the document(s) below:

Records will be emailed unless otherwise specified. Please note, there is a fee for regular/legal page duplication of \$ .15/per page. Oversized drawings are \$5.00 per sheet and DVD/CD copies are \$10.00 per disk. Payment must be made prior to release of the records requested. If the documents requested exceed 50 pages, a deposit may be requested.

City of Vista  
200 Civic Center Drive  
Vista, CA 92084  
(760) 639-6125



# Public Records Request

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### INSTRUCTIONS FOR REQUESTING RECORDS

(California Public Records Act, Government Code Section 6250 *et. seq.*)

1. Requests for records should be submitted to the City Clerk, 200 Civic Center Drive, Vista, CA 92084. Requests will be processed in the order in which they are received. A Public Records Request form can be faxed or e-mailed to you by calling 760.639.6125. The form is also available on the City's website [www.vista.gov](http://www.vista.gov) under the City Clerk's home page.
2. Requests must be for records in the possession of the City of Vista. Requests must also be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned. If you need assistance in making a focused and effective request that reasonably describes an identifiable record, please let us know and we will be glad to assist you.
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed within that time, if possible.
4. If your request is unusual, the City may invoke a fourteen (14) day extension of time. Unusual circumstances may include the need to search or collect records from field facilities, review voluminous records, consult with another agency, or compile data.
5. You will be notified of the length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
7. If your request is for electronic files, and they are available in electronic format, they will be sent to the email address you have provided within the time frame communicated to you.
8. There is a charge for the direct cost of regular/legal page duplication of \$ .15/per page. Oversized drawings are \$5.00 per sheet and DVD/CD copies are \$10.00 per disk. Payment must be made prior to release of the records requested. If the documents requested exceed 50 pages, a deposit may be requested.
9. Records available for review and/or copies of records requested will be available for ten (10) days after notification of their availability. If you are unable to pick up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made.
10. Certain records are generally exempt for disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provides that certain other records are specifically exempt from disclosure.