



City of Mendota Public Records Request Policy

It is the policy of the City of Mendota (“City”) that all records not exempted from disclosure by state law shall be open for public inspection with the least possible delay and expense to the requesting party. Requests for records must be submitted by mail, email, telephone, or fax to the City Clerk’s Department at 643 Quince Street, Mendota, California 93640. Any person may request copies of public records, or inspect public records with an appointment during regular office hours of the City Clerk’s Department, Monday through Friday, 8 a.m. to 5 p.m.

Requests must be for records in the possession of, prepared, owned, used or retained by the City (Government Code Section 6252(e)) and requests must be for clearly identifiable records (Government Code Section 6253). If necessary, the City Clerk will assist the requesting party in making a request that describes reasonably identifiable records (Government Code Section 6253.1). If the requested records are available on the City’s website, the requesting party will be provided instructions on how to access those records.

Within ten (10) days of the City Clerk’s Department receiving the request, the requesting party will be notified of:

- Whether the City requires an additional fourteen (14) days to determine whether it has records responsive to the request if there is a need to:
 - Search for and collect the requested records from field facilities.
 - Search for and examine a voluminous number of records.
 - Consult with another agency or City department having a substantial interest in the request.
 - Compile data or construct a computer report to extract data.
- Whether the City has records responsive to the request which are exempt from disclosure, and the reasons for that exemption.
- Whether the City has records responsive to the request and the page count (and cost of copying the records, if electronic copies are not preferred by the requesting party).

Physical copies of disclosable records shall be provided upon the requesting party’s payment of direct reproduction costs, consistent with the following fees:

Type	Cost
Standard 8.5” x 11” print copy, one side	\$0.17 per page
DVD/CD	\$2.00 per item
Plans	Actual Cost plus staff mileage
Postage, if applicable	Actual Cost

There is no charge associated with emailing disclosable records to the requesting party if the records are available in electronic format. If the request is to inspect the records (rather than receive copies), an inspection appointment will be made with the requesting party during the regular office hours of the City Clerk’s Department.

The records available for inspection and/or copies of records requested will be available for thirty (30) days after notification of their availability. If the requesting party is unable to pick up or inspect the records during this time period, the requesting party must notify the City or the request will be considered fulfilled and a new request must be made, as the records will be returned to filing for storage.

Certain records are exempt from disclosure where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records pursuant to Government Code Section 6255. The Government Code further provides that certain records are specifically exempt from disclosure and does not require public agencies to create records or reports that do not otherwise exist in response to a request.

Public Records Request Form



City of Mendota
City Clerk's Department
643 Quince Street
Mendota, California 93640
Phone: (559) 655-3291 ♦ Fax: (559) 655-4064

Requestor Information

Name (Print): _____ Date: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Requested Information

Please provide a **detailed** description of the public documents requested. List each document, file, or record separately.

Please check the appropriate box:

- I would like electronic records emailed to me at: _____
- I would like to inspect the records.
- I would like copies of the records.

For City Clerk's Department Use Only

Date Received: _____ Departments Responsive: _____ Due Date (10 days): _____

14-Day Extension? Yes No (If Yes, Final Due Date: _____) Date Completed: _____

Comments: _____ Total Fees (if applicable): \$ _____