



"Preserving Our Past, Enriching Our Present, Building Our Future"

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## CITY OF JACKSON

### INFORMATION - RECORDS REQUEST

Date of Request \_\_\_\_\_

Request Taken By \_\_\_\_\_

Request Given to Completion \_\_\_\_\_

Information Needed (Please be very specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Address (If applicable) \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Your request will be processed in compliance with the Public Records Act.

*California Government Code Section 6256 Right to copy of identifiable public records; Time limits "Any person may receive a copy of any identifiable public record or copy thereof. Upon request, any exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the agency. Each agency, upon any request for a copy of records, shall determine within 10 days after the receipt of such request, whether to comply with the request and shall immediately notify the person making the request of such determination and the reasons therefor."*

THANK YOU FOR YOUR INTEREST IN OUR CITY'S RECORDS. YOU WILL BE CONTACTED WHEN THE INFORMATION IS READY.

Mail: \_\_\_\_\_

Completed by: \_\_\_\_\_

Pickup: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Total Pages: \_\_\_\_\_

Total Cost: \_\_\_\_\_