



City of Goleta Request for Public Records

The goal of the City is to provide timely response to requests for any and all public records. Pursuant to the Public Records Act, the City will provide information within 10 days or advise you in writing of any exemption from disclosure or delay in providing the information and when it will be made available. Information that is readily available and not exempt, will be provided promptly. Requests that are not exempt from disclosure, that require research, retrieval, and reproduction will be provided at the earliest date possible, and in any case, within 24 days.

- A charge of \$0.20 per copy will be made for documents copied.
- Copies of maps and large documents will be based upon the copy charge for outside copy service.
- Audio tapes - \$5.50 per tape
- DVDs of meetings - \$16.00 per meeting
- Campaign Reports and Economic Statements - \$0.10 per copy

Date: _____

Name: _____

Address: _____

Phone No. _____

I am requesting copies of the following document(s):

RECORDS REQUESTED:

1.

2.

3.

Should you need additional space, please use the backside of this form.