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| For Office Use Only |
| PRA# _____ |
| PRA Due Date _____ |
| Post to Log _____ |
| VTI Time _____ |

**CITY OF MONTEREY
PUBLIC RECORDS REQUEST FORM**

Public Records are open to inspection at all times during regular office hours of the City of Monterey and every person has a right to inspect and/or be provided a copy of any identifiable public record.

- ◆ The law allows the City up to ten (10) days to determine whether to grant the request. The City shall notify you of its determination within this time period.

DATE REQUESTED: _____

INFORMATION REQUESTED: _____

DESCRIPTION OF RECORD(S): _____

REQUEST FOR:

- COPIES TO BE MADE
- COPIES OF PUBLIC HEARING DVDS TO BE MADE
- DOCUMENT INSPECTION ONLY

NAME: _____

ADDRESS: _____

PHONE #: _____

SPECIAL INSTRUCTIONS (IF ANY): _____

PHOTOCOPIES ARE \$.10 PER SINGLE-SIDED PAGE. AN ADVANCE DEPOSIT MAY BE REQUIRED FOR MULTIPLE COPIES.

COPIES OF PUBLIC HEARING DVD'S ARE CHARGED BASED ON OPEN MARKET DVD DUPLICATION COSTS, CURRENTLY \$10 PER DVD.

FEE DUE: _____