CITY OF SANTA ANA

Clerk of the Council Office

20 Civic Center Plaza, Room 809
P.O. Box 1988, M-30
Santa Ana, CA 92702
PHONE: (714) 647-6520
FAX: (714) 647-6956

PRINT

Email Form

Clear Form

Request for Public Records

Your request will be processed in compliance with the Public Records Act California Government Code § 6253.

Public records are accessible at all times during regular office hours and can be inspected at no charge. The more specific you are with the information you are requesting, the more responsive we may be to your request.

Copies may be provided in most instances upon request, unless documents are archived or need to be gathered. Requestor will be notified in writing if additional time will be necessary pursuant to the Public Records Act. All document duplication fees are due and payable in full and are based on the City's current fee resolution.

For Official Use Only

Date request received by COTC

City Clerk
Date to City Attorney: _____
Dept. forwarded to: _____

Department
Copy fee: _____
Deadline for pick up: _____

Request Completed by:
Staff Name: _____
Title: _____
Time Spent: _____
Date Completed: _____
Extension Requested: _____

Person requesting information:

Name _____
First Middle Last

Address _____
Street City Zip Code

Phone: _____ Fax: _____ E-Mail _____

I would like to (check one) ☐ INSPECT ☐ OBTAIN A COPY OF ($.20/page unless otherwise specified by law)

the following document(s): _____