



CUPERTINO

REQUEST FOR RECORDS
Pursuant to the Public Records Act

The City of Cupertino has ten days to determine whether or not it is able to comply with the request for records. At that time, the City of Cupertino will notify the requesting party of the status of the request and of any fees involved in duplicating services if the records are available.

PLEASE NOTE:

- Photocopies and microfilm copies are subject to duplication fees.
- There is no guarantee that the information requested exists within the City of Cupertino files.
- Documents containing the stamp or seal of a licensed professional cannot be copied without the written approval of said professional.
- Records available for review and/or copies of records requested will be available for 10 days after notification of their availability. If you are unable to pick-up or view your records during this time period, notification is required or your request will be considered fulfilled and a new request must be made.
- This form and the information provided by the requesting party is a public record subject to public disclosure.

Date range of desired records: _____

Give a description of the item (s) that you are requesting. Please be as specific as possible.

CONTACT INFORMATION:

Name: _____

Mailing address: _____

E-mail address: _____

Phone: _____

Submit form to:

City Clerk's Office

10300 Torre Avenue, Cupertino, CA 95014

Or email form to cityclerk@cupertino.org

California Government Code – Section 6253

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

(b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

(c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

(1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request. (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein. (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

(d) Nothing in this chapter shall be construed to permit an agency to delay or obstruct the inspection or copying of public records. The notification of denial of any request for records required by Section 6255 shall set forth the names and titles or positions of each person responsible for the denial.

(e) Except as otherwise prohibited by law, a state or local agency may adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in this chapter.