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**UPLAND CITY CLERK'S DEPARTMENT  
CUSTODIAN OF RECORDS**

460 North Euclid Avenue  
P. O. Box 460  
Upland, CA 91785  
(909) 931-4120  
Fax (909) 931-4123

**PUBLIC RECORDS REQUEST FORM**

<b>NAME and/or COMPANY:</b>		<b>DATE:</b>
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>TELEPHONE:</b> (     )	<b>FAX:</b> (     )	<b>PAYMENT METHOD &amp; AUTHORIZATION</b> <b>Check, Money Order or Cash Only</b> <u>Duplication Fees</u>
<b>CONTACT PERSON:</b>	<b>E-MAIL:</b>	
Please complete one copy of this form for each Public Records Act request. Submit completed form by mail, fax, or in-person to Custodian of Records to the above address. If you have any questions, please call the City Clerk's Main line at (909) 931-4120 between the hours of 8:00 a.m. to 6:00 p.m. Monday through Thursday. You will be advised as to whether or not we have records subject to the release within 10 calendar days of receipt of the request. You will be notified of the cost of copies being made. There may be additional charges for copies of information in other format(s).		City Documents: \$0.25 Per Page FPPC Documents: \$0.10 Per Page Audio Tapes: \$2.50 Per Tape DVD/Video Tapes: \$2.50 Per DVD <b>PLEASE DO NOT ATTACH PAYMENT WITH THIS FORM.</b> MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF UPLAND

**REQUEST FOR RECORDS PERTAINING TO:**

<b>NAME:</b> Facility Name, Location, Project, Individual, etc.		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>

**SPECIFY TYPE(S) OF INFORMATION REQUESTED**


