



# City of Maywood Public Records Request

FOR OFFICE USE  
ONLY

The City of Maywood has adopted the following policy statement in compliance with California Government Code section 6253:

Any person may receive a copy of any identifiable public record not otherwise protected from public disclosure. Upon request, and subject to the appropriate fee, an exact copy shall be provided unless impracticable to do so. Computer data shall be provided in a form determined by the department. City departments upon notification by the City Clerk of any request for a copy of records shall determine with **10 days after the receipt of such request** whether it is possible to comply and shall notify the City Clerk in order to notify the requestor of such determination and the reason thereof.

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**Please complete the following information in order to process your records request**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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Please describe in detail the document(s) being requested, including the date of the document or time period. Please print all information.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The City's fee of \$.10 per page will be assessed when responding to records requests. You will be advised of the fee when documents are produced. Draft documents, notes and other working papers are not public record.

City of Maywood  
Attn: City Clerk  
4319 E. Slauson Ave.  
Maywood Ca 90270  
T: 323 562-5700  
F: 323 773-2806

SUBMIT