

# CITY OF SONORA PUBLIC RECORDS REQUEST



Please complete this form and return via regular mail, email, or in person to:

City Clerk  
City of Sonora  
94 N. Washington Street  
Sonora, CA 95370

Phone: (209) 588-8946  
Fax: (209) 532-2738  
Email: [tskelly@sonoraca.com](mailto:tskelly@sonoraca.com)

Date Request Received

**PLEASE NOTE:**

- Under California Government Code Sections 6250 et seq, the City has ten (10) days after you submit this form to determine whether the record(s) you have requested is subject to disclosure under the Public Records Act. In certain circumstances, including requests for unusually voluminous records, the City may inform you that it may take up to fourteen (14) additional days to consider your request. After the City has determined whether the record(s) requested is subject to disclosure, you will be notified of the determination and the reasons, therefore. If the City determines that the documents you have requested are subject to disclosure, they will be produced within a reasonable time thereafter.
- We cannot process criminal history requests for records held by other agencies and local government agencies.
- We do not perform legal research or provide legal advice on behalf of individual members of the public.

**Date of Request:** \_\_\_\_\_

**Contact Information:** In order for us to forward our response to your request, please provide some form of contact information (address, phone number, or email).

First Name:	Middle:	Last Name:		
Address:		City:	State:	Zip Code:
Email Address:		Phone Number:		

**Records Requested:** Please provide as much detailed information as possible regarding the records you seek (i.e., date range, subject matter, document description, etc.). Copies of large amounts of documents are subject to duplication fees.

Record(s) Description:
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