

PUBLIC RECORDS REQUEST

I am making a request for inspection of public records pursuant to the provisions of the California Public Records Act, Government Code Sections 6250 *et seq.*

I wish to inspect the following document(s):

Type of Document/Subject	Document Number (Resolution No., Contract No., Ordinance No., etc.)	Date approved by the Board of Supervisors (or estimated time period document submitted)	Audio Requested (list meeting date)
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Please be specific and provide as many details as possible in order to assist in researching your request.

I understand that Alameda County has ten (10) days in which to respond to my request. (Government Code § 6253(c). I further understand that, there is a copying charge of \$.10 per page for any document and \$5 per audio cassette or CD produced per my request. **Payment must be received before copies are provided.**

Please fax request to: (510) 272-3784

OR

Mail request to:
Clerk, Board of Supervisors Office
Attn: Records Request
1221 Oak Street, Suite 536
Oakland, CA 94612

Print Name

Address

OR

Email request to: cbs@acgov.org

Email Address

Telephone No./Fax No.

----- For CBS Office staff use only: -----

Request Completed by:

Date Completed:

Time Required to Complete Request (Min/Hrs/Days):

Amount paid for copies:

Records Delivered Via: Mail In Person Email Fax