



# Clerk of the Board of Supervisors

## Public Request for Records

This is a public document subject to disclosure

PLEASE USE ONE FORM FOR EACH PUBLIC RECORDS REQUEST

MailTo: **Susan Novak**

**Clerk of the Board of Supervisors**

333 W. Santa Ana Blvd., Ste 465

Santa Ana, CA 92701

Tel: 714.834.2206

DATE \_\_\_\_\_

(SPACE ABOVE FOR COB USE ONLY)

### **DESCRIBE DOCUMENT(S) REQUESTED**

Public Records Requested:

*Please be Specific*

\_\_\_\_\_

Time frame of Request:

\_\_\_\_\_

Meeting Date(s):

\_\_\_\_\_

Agenda Item Number(s):

\_\_\_\_\_

Resolution Number(s):

\_\_\_\_\_

Ordinance Number(s):

\_\_\_\_\_

Additional Attachments/  
Comments That Will Help  
Identify Your Records  
Requested:

\_\_\_\_\_

**NOTE: IF IT IS DETERMINED THAT OTHER AGENCIES MAY HAVE RESPONSIVE DOCUMENTS, AN EXTENTION OF 14 DAYS MAY BE NEEDED TO COMPLETE THE PUBLIC RECORDS REQUEST**

*THERE IS A CHARGE OF \$0.15 PER PAGE AND APPLICABLE POSTAGE*

I WOULD LIKE TO REVIEW RECORDS PRIOR TO RECEIVING COPIES

NO REVIEW IS REQUIRED, PLEASE FORWARD ALL RESPONSIVE DOCUMENTS BY (CHOOSE ONE METHOD OF DELIVERY FOR DOCUMENTS):

PICK UP

MAIL

IN AN AMOUNT NOT TO EXCEED (DOLLAR AMOUNT):

\_\_\_\_\_

NAME OF REQUESTOR:

\_\_\_\_\_

ADDRESS OF REQUESTOR:

\_\_\_\_\_

COMPANY:

\_\_\_\_\_

PHONE NUMBER:

\_\_\_\_\_

FAX NUMBER:

\_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_

After completing form, please print and mail or deliver to the Clerk of the Board's office address listed above