

# CITY OF LOMITA

## Public Records Request Form

The City of Lomita encourages public participation in the processes of government and provides reasonable accessibility to all public records subject to disclosure pursuant to the Public Records Act. The City, in accordance with Government Code Section 6256, has ten days to respond to any request for public documents, although the City may extend that time period under certain circumstances. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record(s) you wish to review.

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*I, the undersigned, hereby request a copy of the following document(s), or portions thereof, as indicated below. I agree to pay the City of Lomita, at the time of receipt of these documents, a copying charge of ten cents per page.*

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
e-mail

**Full description of documents. Please be as specific as possible and include date(s):**

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**For official use only:**

After completion, please forward to the City Clerk's Office

Action Requested:

- € Review only
- € Copies requested

Action Taken:

- € Document reviewed
- € Copies provided
- € Computer Disk
- € Refusal/Reason: \_\_\_\_\_

- € Non-Existent Document
- € Other (please explain)

Date Received: \_\_\_\_\_ Completed by: \_\_\_\_\_

Time Expended: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Amount Paid: \_\_\_\_\_



## CITY OF LOMITA

### Public Records Request Policy

The City of Lomita is committed to making city records accessible to the public to the greatest extent possible. In order to protect the privacy of individuals and prevent city business from being unnecessarily interrupted, some limitations may be imposed as permitted by law. This handout is provided to help you understand the City's records policy.

Public Records maintained by the City are open for inspection at City Hall during regular office hours. Appointments may be required to inspect records if the records are used by City Officials or staff or if supervision of the inspection process is not possible at that time.

Most of the records at City Hall are public records and therefore open to inspection. The following are not public records:

- Preliminary drafts, messages and notes customarily discarded, inter or intra agency memoranda not retained in the ordinary course of business
- Personnel files, medical records or similar files which would constitute an unwarranted invasion of personal privacy
- Real estate appraisals, estimates, title reports prior to and relative to acquisition of property or construction contracts
- Records pertaining to pending litigation to which the city is a party
- Financial and personal data contained in applications for financing when disclosure constitutes an unwarranted invasion of privacy
- Any record in which the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure.

The Public Records Act covers only records that already exist and does not require the City to create a document at the request of a member of the public.

State law allows 10 working days to respond to requests for information although the city will make every effort to respond promptly to requests for information. The 10 day period may be extended once by the City Manager for the following reasons: gathering records from off-site, voluminous or uncertain requests, need to consult with other agencies.

In cases where access to requested records is denied, written notification must be given which states the reason(s) and the names and titles of the person(s) responsible for the denial.

All public records may be copied upon payment of a fee covering direct costs. The fee shall be paid at the time of the request. If the exact number of documents is unknown, a deposit shall be made in the amount of the City's estimate of the number of documents. If the actual amount is greater than the estimate, the person making the request shall pay the difference prior to delivery of the copies. If the estimate is in excess of the actual cost, the City shall reimburse the person making the deposit within 30 days of the date that the copies are made.