



City of San Luis Obispo Request for Public Records

The California Public Records Act (Government Code 7921. et seq.) was enacted to ensure public records are available for inspection by members of the public. Completion of this form will assist staff in identifying related records to accurately complete your request.

Requested records will be distributed to the email address that is listed on this form, unless directed otherwise by City staff. Requests for printed records will require payment subject to the City's [Comprehensive Fee Schedule](#). Payment must be rendered prior to production of printed materials.

Name: _____ **Date:** _____
Last First

Address: _____
Street & Unit # City State Zip

Email: _____ **Phone:** _____

Release Forms

Requests for certain public records legally require release forms to be submitted for records to be distributed to the requestor. To help expedite your request, please read below and ensure additional information is submitted along with this public records request form.

- **Personal health information**

Records containing personal health information require a HIPAA Release Form. Examples include fire incident reports, worker's compensation claims, etc.

- [HIPAA Release Form](#)

- **Printed residential and/or commercial building plans**

The Public Records Act does not allow the release of printed copies of this material without the permission of the architect/engineer copyright owner. **The public records requestor is responsible** for obtaining said authorization by completing **all three release forms** listed below. You may call the Community Development Department at (805) 781- 7170 to find out the name of the copyright owner. In-person viewing of plans do not require release forms.

- [Copies of Plans Affidavit](#)
- [Plan Request Architect/Engineer Authorization](#)
- [Plan Request Owner Authorization](#)

Record Information: *List the records you are requesting. Specify relevant information such as: subject, title, incident number, location/address, person(s) involved, project name, etc.*

Date and Time: *Specify the incident date or date and time range of the requested records*

Questions may be directed to the City Clerk's Office at (805) 781-7100.

Submit Completed Forms To:

cityclerk@slocity.org

OR

City Clerk's Office

990 Palm Street

San Luis Obispo, CA 93401

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT (PRA). [California Government Code Section 7921](#). An Agency shall notify the requestor within 10 days from receipt of request with a Determination which states if the Agency is in possession, in whole or in part, of the requested documents, and possible legal exemptions which prohibit the release of non-disclosable documents, as outlined per the PRA. In some instances, an Agency may require an extension of up to 14 days to provide a Determination, as authorized by the PRA. A notice will be provided to the requestor setting forth the reasons for the extension and the date on which a Determination is expected to be supplied.