

2160 Santa Barbara Avenue, San Luis Obispo, CA 93401-5240 805.781.7380 slocity.org

## records request

(Return to the City Fire Department)

This form will enable us to accurately and efficiently fill your request. With the exception of certain records, report copies are 40¢ per page.

ATE OF REQUEST:		
DDRESS:		
IONE:	FAX:	
MAIL:		
ease provide specific	information (date, time, event, location, incident nu	umber):
	information (date, time, event, location, incident nu	·

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT. California Government Code Section 6253 (c). Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the

person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. Pursuant California Government Code Section 6254 (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy [are exempt from disclosure].

If you need assistance with this request or wish to review the records on site, please call the City Fire Department in advance at 781-7380 to schedule an appointment.

Thank you.

FOR OFFICIAL USE ONLY			
RECEIVED BY:			
ASSIGNED TO:			
COMPLETED BY:			
REQUEST: ☐ Mailed ☐ Destroyed (not	☐ Picked Up☐ Emailed  picked up within 30 days)		
Return form to Administrative Assistant			