Date Stamp

CITY OF BREA
REQUEST FOR PUBLIC RECORDS
For City Records that are not Police or Fire

The City of Brea encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City, in accordance with the Public Records Act has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and the City will make them available. Actual document production may take somewhat longer, depending on ease of availability and staff workload.

Please use this form to request records for all departments except Police or Fire.

This document cannot be submitted electronically. Save or print completed form and submit to the City Clerk by email as an attachment to cityclerksgroup@cityofbrea.net or mail to City Clerk, 1 Civic Center Circle, Brea, CA 92821.

For Police Records request go to the City's webpage http://www.cityofbrea.net/DocumentCenter/View/73 or contact the City of Brea Police Department by mail, email or phone: **Attn: Police Records** **1 Civic Center Circle** **Brea, CA 92821-5732** **Telephone (714) 990-7626** **Fax (714) 990-7641** **Email Records@cityofbrea.net**	**For Fire Department Records request go to the City's webpage http://www.cityofbrea.net/DocumentCenter/View/2980 or contact the City of Brea Fire Department by mail, email or phone:** **Attn: Fire Department Records** **1 Civic Center Circle** **Brea, CA 92821-5732** **Telephone (714) 990-7655** **Fax (714) 671-3691** **Email FDRecords@cityofbrea.net**

Please use a separate form for each requested record or document.
Be as specific as possible (use dates, locations, names, etc.) Non-specific inquiries may cause delayed response times.

Date of Request: _____/_____/_____
Required

Contact Information:

First Name: _____ Last Name: _____
Required Required

Mailing Address: _____
Required

Email: _____ Telephone: _____
Required Required

Record Information (please fill in as many fields as possible):

Records Requested: _____
Required

Document Type (Resolution, Contract, Staff Report, etc.):_____
Required

Document Date (even an estimate of the date can help): _____

Keywords (i.e. addresses, names, topic, etc.):_____

_____

Other Information: _____

Staff will determine if the City has documents responsive to this request and respond to you within ten (10) days of receiving this form. There is no charge for responses sent electronically.

If you would like to receive copies of the requested documents, you will be notified of the reproduction fees and postage.