



Public Records Request Form

City of Rolling Hills Estates

To submit a Public Records Request, complete the following information and return this completed form to:

Lauren Pettit, City Clerk
City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

DESCRIPTION OF DOCUMENTS

(Please be specific)

The City of Rolling Hills Estates encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

DATE

SIGNATURE

TO BE COMPLETED BY CITY CLERK

Date Received:	Received By:	Date Responded: