



City of Riverbank

Office of the City Clerk / Elections

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CITY OF RIVERBANK
www.riverbank.org

ADMINISTRATION DEPARTMENT
6707 Third Street
Suite A
(209) 863-7122

FINANCE DEPARTMENT
6617 Third Street
(209) 863-7109

BUILDING & PLANNING DEPARTMENT
6717 Third Street
(209) 863-7138

DEVELOPMENT SERVICES DEPARTMENT
6617 Third Street
(209) 863-7127

PARKS & RECREATION DEPARTMENT
6707 Third Street
Suite C
(209) 863-7150

PUBLIC WORKS DEPARTMENT
2901 High Street
(209) 869-7128

RIVERBANK POLICE SERVICES
6727 Third Street
(209) 869-7162

PUBLIC RECORDS REQUEST FORM

Your request will be processed in compliance with the Public Records Act
(California Government Code Section 7920.000 et.seq.)

Date: _____ Phone: _____

Name: _____ Email: _____

Mailing Address: _____

Documents Requested:

Note: Under Government Code Section 7922.535, the City of Riverbank has ten (10) days to determine whether to comply with the request and shall inform the requestor of such determination and the reasons for such determination.

Persons requesting copies shall be charged the direct costs of duplication (\$0.10 per page or \$0.75 per DVD) as authorized under Government Code Section 7922.530.

**Persons requesting copies are required to identify records and documents (for example, "staff reports", "receipts", "and contracts"). Merely requesting "all documents" relating to a certain subject is insufficient for the City to locate records with reasonable effort. (See State of Board of Equalization v. Superior Court [1992] 10 Cal. App. 4th 1177). The City of Riverbank is not required to compile information in order to respond to Public Records Act requests.

(City STAFF TO COMPLETE THE FOLLOWING)

Date Request fulfilled: _____

Date Request denied: _____ Written explanation of denial attached: