

# City of Albany

## Request for Public Records

Name of Person Requesting Record: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

List Record(s) Being Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred records delivery format: (check one only)

- Electronic (via email)       Fax  
 Hard Copy – Pick up in-person  
 Hard Copy – Mailed

Requestor Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Per Government Code Section 6256, the City of Albany has ten (10) days from date request is received to have records available for release to the requesting party.

The cost for copying public records is per the City Master Fee Schedule:  
<https://www.albanyca.org/departments/finance/master-fee-schedule/-fsiteid-1#!/>

The charge for duplicating tapes/CDs/DVDs is at cost. The City will send the tape out for copying and you will be charged for duplication.

### For Office Use

Date Received: \_\_\_\_\_

Date Record Released: \_\_\_\_\_ Released By: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_