



CITY OF WHEATLAND

111 C Street, Wheatland, CA 95692

Phone: 530-633-2761 Fax: 530-633-9102

REQUEST FOR PUBLIC RECORDS

Requestor _____

Date _____

Address _____

Daytime Phone # and Ext. _____

Signature _____

Fax # _____

Specific description of public records requested (lists each document, file or record separately):

*****BELOW FOR CITY USE*****

Request received by: Phone _____ Mail _____ Other _____

Walk in _____ E-mail _____

Date Received: _____ Copy charge: _____ Completion Date: _____

Staff Initials: _____ Time to Complete: _____

*****This agency has 10 days to grant and complete this request as required by Government Code Section 6253. In unusual circumstances this agency may take up to an additional 14 calendar days to complete request. This agency will provide written notification to the requestor that additional time is required and the reason for the delay.**