

## PUBLIC RECORDS REQUEST

I am making a request for inspection of public records pursuant to the provisions of the California Public Records Act, Government Code Sections 6250 *et seq.*

I wish to inspect the following document(s):

Type of Document/Subject	Resolution #, Contract #, Ordinance #, etc.	Date approved by the Board of Supervisors (or estimated time period document submitted)	Audio Cassette Tape Requested (list date of meeting)
1.			
2.			
3.			
4.			

I understand that Alameda County has ten (10) days in which to respond to my request. (Government Code § 6253(c)).

I further understand that, there is a copying charge of \$.10 per page for any document and \$5 per audio cassette tape produced per my request.

**Please fax request to:**  
**(510) 272-3784**

**Or mail request to:**  
 Clerk, Board of Supervisors Office  
 Attn: Records Request  
 1221 Oak Street, Suite 536  
 Oakland, CA 94612

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Address

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

\_\_\_\_\_  
 Optional: Telephone/Fax number(s)

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 For CBS Office staff use only:

Date Document(s) Reviewed and/or Copied:	
Amount Paid for Copies:	
Request Completed by:	