

INSTRUCTIONS FOR REQUESTING RECORDS
(California Public Records Act. Government Code Section 6250 *et. seq.*)

1. All requests for records must be submitted to the City Clerk at 25541 Barton Road, Loma Linda, CA 92354. Requests will be processed in the order in which they are received. A Public Records Request Form can be faxed to you by calling (909) 799-2810. Requests may be submitted by facsimile to (909) 799-2890.
2. Requests must be for records in the possession of the City of Loma Linda. Requests must also be focused and specific, and must reasonably describe identifiable records (Gov. Code Sec. 6253). Requests not meeting these criteria may be returned
3. You will be notified within ten (10) days whether your request seeks copies of disclosable public records in the possession of this agency. In most cases, your request will be processed within two to four weeks, or sooner.
4. The City may invoke a 14-working day extension of time to determine whether to comply with your request if there is a need to:
 - a. Search for and collect the requested records from field facilities.
 - b. Search for and examine a voluminous number of records.
 - c. Consult with another agency or City departments having a substantial interest in the determination of the request.
 - d. Compile data or construct a computer report to extract data..
5. You will be notified of the approximate number of pages and/or length of time it will take to process your request.
6. If your request is to review records (rather than receive copies), an appointment will be made with you for review once the records are gathered.
7. There is a charge for the direct cost of duplication of \$.25/page. Payment must be made prior to release of records requested.
8. Certain records are generally exempt from disclosure pursuant to Government Code Section 6255, where the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. The Government Code further provides that certain other records are specifically exempt from disclosure.