



AZUSA PUBLIC RECORDS ACT REQUEST POLICY

On January 5, 2009 the City Council of the City of Azusa unanimously adopted a city-wide policy for handling requests for inspection and/or copying of Public Records.

The policy establishes the following requirements for processing public records requests:

1. ***REQUESTS MUST BE SUBMITTED TO THE CITY CLERK DURING NORMAL BUSINESS HOURS.*** The Public Records Act requires that disclosable records be open to inspection “during the office hours of the state or local agency...” This requirement will avoid potential problems associated with requests delivered to other City staff members who are unfamiliar with the Public Records Act.
2. ***REQUESTS SHOULD BE SUBMITTED IN WRITING TO THE CITY CLERK.*** The City cannot deny verbal requests for records, but the policy encourages the public to submit all records requests in writing.
3. ***ALL VERBAL REQUESTS MUST BE SUBMITTED TO THE CITY CLERK’S OFFICE.*** Although verbal requests cannot be denied, they can be directed to the proper office. The policy specifically states that any City personnel in departments other than the City Clerk’s Office will direct the requester to contact the City Clerk.
4. ***REQUESTS SHOULD CLEARLY IDENTIFY THE RECORDS.*** City staff members are required to assist members of the public to make focused requests that reasonably describe identifiable records. Encouraging requesters to clearly identify the records they are seeking helps City staff process records requests more quickly and efficiently.

The following documents provide a complete copy of the *City of Azusa Resolution* adopting the *Public Records Act Policy*, the *Public Records Act suggested Request Form*, and *the schedule of copying fees*.