

CITY OF OJAI
INFORMATION REQUEST FORM
Pursuant to California Government Code Section 6250-6276

Name: _____ Phone: _____

E-mail: _____

Address: _____

Information Requested (please be specific):

Pursuant to the Government Code, the City Clerk or designee will diligently and promptly comply with all requests for identifiable public records, depending on the location of the records and staff time needed to retrieve the information. As a general rule, records will be provided within a few days after receipt of this request. However, pursuant to the Government Code the City Clerk has **ten days** after the receipt of this request to comply.

Return completed form to City Clerk Department, 401 S. Ventura Blvd, Ojai, CA 93023; in person, by fax (805) 646-1980 or email to basore@ci.ojai.ca.us. If questions, call 805-646-5581 x120. Thank you.

City Clerk Office Only

Date Received: _____ Request completed: _____

Method of Delivery of Documents _____
(Pick Up'd, Mailed, emailed, Faxed)

Amount of fee collected for copies: _____ (Duplication cost is set forth in Master Fee Schedule)

Receipt #: _____