City of Lathrop
Office of the City Attorney
390 Towne Centre Drive
Lathrop, CA 95330
(209) 941-7235
(209) 941-7233 Fax

PUBLIC RECORDS ACT REQUEST
(California Government Code Section 6250 et. seq.)

Date: _____ Phone: _____

Name: _____

Mailing Address: _____

Email Address: _____

Documents Requested:

Note: Pursuant to Government Code Section 6256, the City of Lathrop has a minimum of ten (10) days to issue a determination response to the requester and the reason for such determination.

Persons requesting copies shall be charged the direct costs of duplication ($0.10 per page) as authorized by Government Code Section 6257.

** Persons requesting copies are required to specifically identify records and documents (for example, "staff reports", "receipts", "contracts"). Merely requesting "all documents" relating to a certain subject is insufficient for the City to locate records with reasonable effort. (See State Board of Equalization v. Superior Court (1992) 10 Cal. App. 4th 1177). The City of Lathrop is not required to compile information in order to respond to Public Records Act requests