



City Clerk's Office
 City of Escondido
 201 North Broadway
 Escondido, CA 92025-2798
 (760) 839-4617
 Fax: (760) 735-5782
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PUBLIC RECORDS REQUEST

*Public Records Requests may be saved and submitted to the City Clerk's office via email as an attachment.
 The form can also be printed and mailed or faxed to the City of Escondido as indicated above.*

Date of Request: _____ Name of Requestor: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Telephone: _____ We will contact you as soon as the records are ready.

<i>Description of Record</i>	<i>Date/Range</i>

The City has 10 days from receipt of this form to respond to your request. Copies will be made when appropriate fees have been paid. Standard copies are 15¢ per page.

For Office Use Only

Date received: _____ Total # of pages: _____ Copying costs: _____

Completed by: _____ Date completed: _____

Date mailed/delivered/picked up: _____