

# CITY OF OJAI

## PUBLIC RECORDS REQUEST

City Clerk's Office  
401 S. Ventura Blvd  
Ojai, CA 93023  
Phone: (805) 646-5581 x101; fax (805) 646-1980  
email to clerk@ojaicity.org

**NOTE:** Public records can be inspected during normal business hours at no cost. Some records may not be available for review due to their confidential nature pursuant to the Public Records Act or other statutes. It may be necessary for a City staff member to schedule an appointment with requestors for inspection of records that are currently active or must be obtained from off-site storage. Pursuant to the Public Records Act, the records will be available for inspection within ten (10) days OR requestors will be notified in writing if additional time is needed to gather the records. Requests must be submitted to the City Clerk in order to be processed. Copies of public records are available for purchase based on the City's fee schedule.

I wish to INSPECT records specified at no charge. If copies are requested a charge will be incurred. (Office hours are Monday-Friday from 8:00 a.m. to 5:00 p.m.)

I wish to PURCHASE COPIES of documents specified without prior inspection. Note: if you are requesting copies of plans, you must complete Plan Copy Affidavit.

Requestor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address of Requested Records: \_\_\_\_\_

Please specify exactly what record(s) or document(s) you are requesting. Unclear requests may result in delay, error or the necessity to resubmit the request. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----OFFICE USE ONLY-----

Date Received: \_\_\_\_\_ Request completed: \_\_\_\_\_

Method of Delivery of Documents \_\_\_\_\_

Amount of fee collected for copies: \_\_\_\_\_ (Duplication cost is set forth in Master Fee Schedule; \$1.00 for first page and \$.08 per page thereafter)

Receipt #: \_\_\_\_\_