

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

General Subject: Public Services

Policy Number: 2401

Date Issued: April 8, 1996

Effective Date: April 8, 1996

Resolution No. 96-R034

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**PURPOSE:**

To establish a procedure to respond to requests for Public records which adequately identifies the records being sought, the date and time of the request, and identifying where the records are to be delivered or sent.

**STATEMENT:**

The City of Culver City is committed to providing all legally required access to the records of the City in a timely manner. Inasmuch as the records of the City are in the legal possession of the City Council, the City Council hereby establishes that requests for public records other than those noted, shall be submitted on a written form to be supplied by the City Clerk of the city. The approved form is attached to this policy. Records created by action of the City Council which are in the possession of the City Clerk such as Minutes of the Council, Resolutions, Ordinances and Contracts, may be provided by the Clerk without the necessity of a written request.

**PROCEDURES:**

Upon receipt of a request for public records, the City Clerk or his or her representative shall have the form date and time stamped. If the records requested are not in the possession of the City Clerk, he or she shall immediately deliver the request to the appropriate department or division where the records are on file.

The department or division where the records are on file shall respond directly to the requesting party as required by the Public Records Act of the State of California. Should there be a question concerning whether to release any record, the matter shall be referred to the City Attorney who may seek the consent of the City Council for the release of records if he or she deems necessary.

Questions regarding this policy should be referred to the City Attorney.

## PUBLIC RECORDS REQUEST

**For use by  
the CityClerk**

Received:

Date:

Time:

Referred to:

1. Name of requesting party\_\_\_\_\_
2. Address of requesting party:\_\_\_\_\_
- Street
- City
3. Telephone No.: (day time)\_\_\_\_\_ (home)\_\_\_\_\_
- (If you want to be contacted when the records are available)
4. Description of records requested:
  - a)\_\_\_\_\_
  - b)\_\_\_\_\_
  - c)\_\_\_\_\_
  - d)\_\_\_\_\_
  - e)\_\_\_\_\_
  - f)\_\_\_\_\_
  - g)\_\_\_\_\_