

## CITY OF HANFORD



**Office of the City Clerk  
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## PUBLIC RECORDS REQUEST FORM

Name \_\_\_\_\_ Date Requested \_\_\_\_\_

Date Requested \_\_\_\_\_

Address

**Email** \_\_\_\_\_

**Telephone** \_\_\_\_\_

Company

### Description of Document(s)

## **Please be specific**

The City Clerk's office will make every effort to respond effectively to all requests in a timely manner, but not later than the 10-day period, or extensions thereof, as provided by Government Code Section 6253.