

TOWN OF WOODSIDE



The Public Records Act

The Public Records Act (*California Government Code § 7920 et seq.*) is based upon the principle that “access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.” This form assists you in accessing public records in accordance with the Public Records Act.

Public records include “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” (*California Government Code § 7920.530*)

Writing means “any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” (*California Government Code § 7920.545*)

You have the right to examine and/or request copies of the Town’s public records. You may ask for assistance from Town staff in order to identify specifically which records you are requesting. If the requested public record is readily available at Town Hall and if immediate production of the requested record is feasible based upon Town staff availability, then staff will produce the document(s) at the time of your request. If not, staff will notify you within 10 days of your request of the date by which the requested records will be available. Inspection of records may be made only during Town Hall business hours (Monday through Friday, 8 AM to 12 PM and 1 PM - 5 PM, Holidays excluded). You will not be charged for Town staff’s time to find and produce the records or to research your request. Town staff may ask you to deposit funds in advance to cover the per page copying costs if you are requesting a large volume of records, and staff will provide you with the basis of the deposit estimate.

Examples of Available Public Records

The following public records are generally available. While the list is not meant to be exhaustive, it includes the most commonly requested documents:

- Town Council, Planning Commission, and Advisory Committee Meetings agendas, staff reports, and minutes;
- Resolutions and Ordinances;
- Franchise Agreements;
- Variances;
- Business Licenses;
- Geotechnical Reports;
- Contracts;
- Budgets;
- Inspection Records; and,
- Building, Planning, and Engineering Permits and supporting documents.

Public Records Request Form

To Be Completed by Person Making Request:

1. Name: _____
2. Mailing Address: _____
3. Telephone: (_____)_____
4. E-mail: _____
5. Specify type of request: _____ Inspection _____ Copies
6. Please provide a **specific** description of the documents requested, including date range. Non-specific requests may cause a delay in the Town's ability to process your request or may cause your request to be denied. Attach additional sheets as necessary.

Dated: _____ Requestor's Signature: _____

Town Staff Use Only

Date received: _____ By: _____

Was a copy of Request Form made to the Requestor? ____Yes ____No

Date requested was completed: _____ By: _____

Via: ____E-mail ____Mail ____On-site Other_____

Reproduction of plans is based on job cost per the printing company.

Copying Fee (51+ pages): ____ pages @ \$0.10/page= ____ Date Paid: ____

8.5" X 14" and 11" x 17": ____ pages @ \$0.20/page = ____ Date Paid: ____