



Fire Department

2160 Santa Barbara Avenue, San Luis Obispo, CA 93401-5240
805.781.7380
slocity.org

RECORDS REQUEST

(Return to the City Fire Department)

This form will enable us to accurately and efficiently fill your request. With the exception of certain records, report copies are 40¢ per page.

DATE OF REQUEST:
NAME:
ADDRESS:
PHONE: FAX:
E-MAIL:

Please provide specific information (date, time, event, location, incident number):

Five horizontal lines for providing specific information.

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT. California Government Code Section 6253 (c). Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor.

If you need assistance with this request or wish to review the records on site, please call the City Fire Department in advance at 781-7380 to schedule an appointment.

Thank you.

FOR OFFICIAL USE ONLY
RECEIVED BY:
ASSIGNED TO:
COMPLETED BY:
REQUEST: [] Picked Up [] Mailed [] Emailed [] Destroyed (not picked up within 30 days)
Return form to Administrative Assistant