

Date Stamp



CITY OF BREA REQUEST FOR PUBLIC RECORDS

For City Records that are not Police or Fire

The City of Brea encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City, in accordance with the Public Records Act has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and the City will make them available. Actual document production may take somewhat longer, depending on ease of availability and staff workload.

Please use this form to request records for all departments except Police or Fire.

This document cannot be submitted electronically. Save or print completed form and submit to the City Clerk by email as an attachment to cityclerksgroup@cityofbrea.net or mail to City Clerk, 1 Civic Center Circle, Brea, CA 92821.

For Police Records request go to the City's webpage <http://www.cityofbrea.net/DocumentCenter/View/73> or contact the City of Brea Police Department by mail, email or phone:

Attn: Police Records
1 Civic Center Circle
Brea, CA 92821-5732
Telephone (714) 990-7626
Fax (714) 990-7950
Email Records_Police@cityofbrea.net

For Fire Department Records request go to the City's webpage <http://www.cityofbrea.net/DocumentCenter/View/2980> or contact the City of Brea Fire Department by mail, email or phone:

Attn: Fire Department Records
1 Civic Center Circle
Brea, CA 92821-5732
Telephone (714) 990-7655
Fax (714) 671-3691
Email FDRecords@cityofbrea.net

Please use a separate form for each requested record or document.

Be as specific as possible (use dates, locations, names, etc.) Non-specific inquiries may cause delayed response times.

Date of Request: _____ / _____ / _____
Required

Contact Information:

First Name: _____ Required Last Name: _____ Required

Mailing Address: _____ Required

Email: _____ Required Telephone: _____ Required

Record Information (please fill in as many fields as possible):

Records Requested: _____ Required

Document Type (Resolution, Contract, Staff Report, etc.): _____ Required

Document Date (even an estimate of the date can help): _____

Keywords (i.e. addresses, names, topic, etc.): _____

Other Information: _____

Staff will determine if the City has documents responsive to this request and respond to you within ten (10) days of receiving this form. There is no charge for responses sent electronically.

If you would like to receive copies of the requested documents, you will be notified of the reproduction fees and postage.