



PUBLIC RECORDS REQUEST FORM

The City Clerk's Division is the official "custodian of records" for the City of Merced. The public has the right to view all public documents during office hours at the City Clerk's Office. If research is required, we may ask to contact you on a specified date. If copies are being requested, records will not be released unless all fees have been paid. The Clerk's Office is required to respond within 10 days [GC 6253(c)]. If the tenth day falls on a weekend or holiday, a response will be given on the next business day.

(THIS FORM IS OPTIONAL)

Description of Documents Requested: (Please be specific. Use an additional page, if necessary.)

The City Clerk's Office will contact you using only the information you provide.

Optional Contact Information:

Name: _____ **Phone:** _____

Email Address: _____

Mailing Address: _____

Request may be submitted to the City Clerk's Office by mail, fax, email, telephone, or in person at:

City Clerk's Office
Merced Civic Center
678 West 18th Street, First Floor
Merced, CA 95340

Telephone: (209) 388-8650
Fax: (209) 388-7107
Email: cityclerk@cityofmerced.org

Office Use
Date Rcv'd: _____
Who Rcv'd: _____
Due Date: _____