



CITY OF LAWDALE - Office of the City Clerk

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE: (310) 973-3200

PUBLIC RECORDS REQUEST FORM

This Public Records Request Form can be submitted in person, by U.S mail, by fax or [preferably by e-mail](#).

REQUESTOR INFORMATION

You are requested, but not required to provide your name and address.

Full Name

Date

Please indicate the best way for staff to reach you regarding your request:

Email Address

Telephone

Mailing Address

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED

In order to facilitate your request, please be as specific as possible. If you require assistance identifying a record please contact our office.

This document is a public record subject to disclosure under the Public Records Act.

FEES

The costs charged by the City for the copying of any public records shall be direct costs incurred per adopted fee schedules.

Paper records	\$0.20/page
California Political Reform Act statements	\$0.10/page
Video recordings - VHS tape	\$0.75/tape
Video recordings - digital video disc	\$1.00/disc
Audio recordings	\$2.50/tape

The City of Lawndale also requires advance payment of the copying charge and postage for documents to be delivered by mail.