



City Clerk
 300 Seminary Avenue
 Ukiah, California 95482
 Phone: 707-463-6217
 Fax: 707-463-6204
 klawler@cityofukiah.com

Public Record Information Request

Date Submitted		Requested By		Phone (required)	
General Topic of Information Requested					
Date(s) of Records		Email Address			
Description of Record(s) Requested					
What form would you like the records to be delivered? <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C					
<p>A. Flashdrive See Note Below* Fee = .03 for scanned pages. You will need to provide flashdrive for files to be transferred.</p> <p>B. Email See Note Below*: Fee = .03 for scanned pages. You will need to provide an email address.</p> <p>C. Paper Copies See Note Below*: Fee = .04 cents per page for black & white, and .08 cents for color.; for large miscellaneous documents, plans, and maps larger than 11x17 = \$5.00 per page</p> <p><i>Note*: Reproduction fees per resolution 2017-33, are applicable to documents over 150 pages in a single request or in multiple requests from the same requestor in any consecutive three (3) month period, and/or taking over ½ hour to reproduce.</i></p>					
FOR STAFF ONLY			FEES CHARGED		
Archive Box #		Location #		Items:	
Central Files #				Charge:	\$
				Deposit	\$

Notes: _____
