



REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

I am requesting to examine /copy (please check one) the following public records:

Pursuant to California Government Code Section 6256, "Each agency, upon any request for a copy of records shall determine within 10 calendar days after the receipt of such request whether to comply with the request and shall immediately notify the person making the request of such determination and the reasons therefore."

If more than 10 calendar days are needed to determine if your records request can be complied with, you will be notified per Government Code Section 6253c advising that an extension is needed.

I hereby agree to reimburse the City of Big Bear Lake for the direct cost of duplicating the information requested (reference Page 2, Item 6) at the time of receipt.

Signature: _____ Date: _____

Name: _____ Telephone: _____

Mailing Address: _____

City, State, Zip Code: _____

E-mail: _____

For Office Use Only

Request Received by: _____ Date Received: _____

Date request distributed: _____ to the following departments: _____

Date records located and provided: _____ No. of Pages: _____ Copy Costs \$ _____

Notes: _____

Processed by: _____ Time to Complete: _____

City of Big Bear Lake Public Records Request Guidelines

1. The City will respond to request for public records in accordance with the terms of the California Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.
2. Information is available in City offices during regular business hours – Monday through Friday, 8 am – 5 pm. Many frequently requested documents are also available for viewing/printing via the City’s website (www.citybigbearlake.com), including City Council and Planning Commission Agendas and Meeting Minutes, videos of Council, Planning Commission and Fire Board meetings, Development Code, City Budget, and the City’s General Plan.
3. Requests must be for records in the possession of the City of Big Bear Lake. Requests must be focused, specific and must reasonably describe identifiable records. Requests not meeting this criterion may be returned for further clarification.
4. If your request is to review records, rather than receive copies, an appointment will be arranged for you once the records are gathered. Original City records must remain in the custody of the City in order to protect their integrity and ensure accessibility.
5. Government Code §6250 et seq. provides that any person may receive a copy of an identifiable public record (with some exceptions), unless impractical to do so. The City will determine, within 10 days of receipt of a request, whether it can comply with the request and will immediately notify you of the determination and the estimated cost for the records requested. The City will produce any existing documents responsive to your request that are not designated as privileged documents by Government Code §6254 or otherwise exempt from production. You will be contacted at the phone number or email address indicated on this form once the information requested is available.
6. Pursuant to the Public Records Act, “Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.” The following fees for copies are in accordance with City of Big Bear Lake Resolution 2006-42.

Photo Copies	Recordings of Meetings	\$3 per CD
\$.25 pages 1-4	Large copies of plans/maps	\$3 per page
\$.10 pages 5-50	(i.e. blueprints)	
\$.05 pages 51 & above		

A Copy of the California Public Records Act is Available for Review at City Hall.

City of Big Bear Lake
39707 Big Bear Boulevard or P.O. Box 10000
Big Bear Lake, CA 92315
(909) 866-5831 fax (909) 866-6766
or email City Clerk’s Office at bbcc@citybigbearlake.com