



City of Montague City Clerk's Office

230 South 13th Street, Montague, CA 96064

Mailing Address: P.O. Box 428, Montague, CA 96064

Phone: 530-459-3030

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PUBLIC RECORDS REQUEST FOR INFORMATION
(California Public Records Act Section 6250)

Date of request:

Name of Person:

Phone Number:

Address:

City:

Zip Code:

Type of records being requested:

FOR OFFICIAL USE ONLY

Records Produced _____ Date: _____

Department: _____

Code Enforcement Planning Dept Animal Control Clerk Office

Supervisor's Signature: _____

California Government Code Section 6250 et al allows the agency ten days to produce records requested, providing the agency has such records. The ten day period may be extended by the agency if the records requested must researched, have been archived or are off premises or for other reasons outside the control of the agency.

California Government Code Section 6254 Records of Complaints are not public record until or unless made a part of another record which is public record. At such time all records become public record. Until such time no agent of the City or County will discuss the specifics of this case with the complainant or public.

X _____
Records received by

Date received