Town of Windsor
9291 Old Redwood Highway
P.O. Box 100
Windsor, CA 95492-0100
Town Clerk (707) 838-5315
Fax (707) 838-7349

REQUEST FOR PUBLIC RECORDS

The Town of Windsor is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business. Submit you records request using this form or utilizing our new Public Request Portal here: https://townofwindsorca.nextrequest.com/. All records request responses will be provided through the Public Request Portal (Cal. Gov't Code § 7922.545).

NAME/COMPANY:_____ **DATE:** _____

ADDRESS:_____

PHONE#:_____**E-MAIL ADDRESS**_____

RECORDS SOUGHT:

List the requested records. Be as specific as possible. Town staff will assist in identifying records by, where appropriate, describing relevant Town information technology, the location of the records, and providing suggestions for avoiding practical obstacles to records access. Town staff may request clarifying information that could help identify the records sought. Within 10 days of receipt of a request Town staff will determine whether the request seeks non-exempt records or parts of records in the Town's possession and inform the requester. In some circumstances the Town may have up to an additional 14 days to make its determination upon proper notice to the requester. The Town will inform requesters of the time and date when non-exempt records or parts of records will be made available. (Cal. Gov't Code § 7922.535).

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If you seek paper copies, the Town may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of Town records. Town staff can provide copy charges upon request. Requests to ship copies may be subject to payment of shipping costs. (Cal. Gov't Code § 7922.530)

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Number of copies made _____ Shipping Cost (if applicable) _____ Amount due _____

Notes:

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