

City of Moreno Valley  
City Clerk's Office  
Public Records Request  
For records in the possession of the City of Moreno Valley

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*Requesting Party Information*

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Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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*Records Requested*

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I wish to: \_\_\_\_\_ Review public records specified in this request  
\_\_\_\_\_ Obtain copies of public records without prior inspection

Requested Records (Please be as specific as possible; provide dates when applicable):

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Please note that a fee for each page copied will be charged in accordance with the current Council approved Fee Resolution. Payments shall be made prior to release of records requested.

If applicable, you will be advised within 10 days of the availability of the documents and whether disclosure of any of the documents is exempt under the provisions of the Public Records Act.

**This area for staff use only**

Received by (name/department): \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_  
(Respond by 10 calendar days)

Date Requested Document Provided \_\_\_\_\_; mailed \_\_\_\_\_; picked up \_\_\_\_\_; other \_\_\_\_\_  
Copying fee: \_\_\_\_\_ pages @ \$ 0.\_\_\_\_ /page = \$ \_\_\_\_\_ + \_\_\_\_\_ postage = Total \_\_\_\_\_  
(if applicable)

Records may be requested by email: [cityclerk@moval.org](mailto:cityclerk@moval.org), fax 951.413.3009, phone 951.413.3001 or in person at 14177 Frederick St., City Clerk's Department (2<sup>nd</sup> floor)