



# PUBLIC RECORDS REQUEST

**Return Completed Request to:**  
 Michelle Dahme, Town Clerk  
 Town of Yountville  
 6550 Yount Street  
 Yountville, CA 94599  
 Fax: 944-9619  
 e-mail: mdahme@yville.com

Name of Requestor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

*This Public Records Request Form is itself a Public Record, and that certain information is subject to public disclosure upon request.*

Description of Requested Documents:

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Services Requested:     Inspection                       Copying                       Inspection & Copying  
                                   General Information     Other

\*\*\*\*\* **Below For Town Use Only** \*\*\*\*\*

Request Received Via:     Walk-In                       Mail                       Telephone  
                                   Inter-Department     E-Mail                       Other

Request Forwarded To:     Town Attorney             Planning/Building     Public Works/Engineering  
                                   Town Manager             Human Resources     Finance  
                                   Parks & Recreation

Request Approved By: \_\_\_\_\_  
 (If needed)                                      Town Attorney

Date Request Received: \_\_\_\_\_      Date Documents Provided: \_\_\_\_\_

Copy Charge: \_\_\_\_\_      Date Paid: \_\_\_\_\_      Time To Complete: \_\_\_\_\_

## Instructions for Requesting Public Records

(California Public Records Act; GC Section 6250 et. seq.)

1. The Town of Yountville ("Town") strives to provide an efficient process to comply with requests for access to or copies of public records and it is the Town's practice to facilitate a timely response to all requests within reasonable limitations that may be imposed by reduced staffing or workload.
2. Public Records Act Request Forms must be submitted to the Town Clerk by one of the following methods: **in person or by mail** to Yountville Town Hall, 6550 Yount Street, Yountville, CA 94599; **by email** to [mdahme@yville.com](mailto:mdahme@yville.com), or **by facsimile** at (707) 944-9619. Public Records Requests will be processed in the order they are received.
3. Requests must be for *records* in the possession of the Town (not *information*). Requests must also be focused and specific, and must reasonably describe identifiable records (GC § 6253). Requests that do not meet these criteria may be denied. If you need assistance in making a focused and effective request that reasonably describes identifiable records, please let us know and we will be glad to assist you.
4. You will be notified within ten (10) days whether your request seeks copies of records that can be disclosed to the public. Under the Public Records Act, the Town may request an extension of time to respond to your request if the Town staff needs to:
  - a. Search for and collect the requested records from field facilities.
  - b. Search for and examine a voluminous number of records.
  - c. Consult with another agency or Town departments having a substantial interest in the determination of the request.
  - d. Compile data or construct a computer report to extract data. (GC § 6253).
5. If the Town requests an extension, you will be notified in writing of the length of time the Town expects it will take to process your request. Once records are identified as disclosable under the Public Records Act, you will be notified of the approximate number of pages responsive to your request.
6. If your request is to review records (rather than receive copies), and once the records are gathered and ready for your review, the Town will contact you to schedule an appointment.
7. The charge for the direct cost of duplication of \$.30 per page. The Town must receive payment before any copies are made. If the documents requested exceed 50 pages, a deposit may be requested. If you are requesting copies be placed onto a compact disc (CD), the cost of a CD is \$10.00.
8. Records available for review and/or copies of records requested will be available for 10 days after notification of their availability unless a request for an extension is submitted. If you are unable to pick-up or view your records during the 10-day time period, all documents will be returned to their original locations or properly disposed of. Your request will be considered fulfilled and a new request will need to be submitted.
9. Please be advised that not all records in the Town's possession are subject to disclosure. Under the California Government Code, certain records are specifically exempt from disclosure. In addition, other records are generally exempt for disclosure if the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records. (GC § 6255).