



Date Stamp

Received By: _____
Initials

CITY OF CORONADO REQUEST FOR PUBLIC RECORDS

*The City of Coronado is committed to providing prompt, courteous access to Public Records.
All requests for documents will be reviewed within 24 hours and
responded to within 10 days in compliance with the California Public Records Act.*

This Request is: To View ____ For a Copy ____ of the records described as:

#1 _____

#2 _____

#3 _____

NOTE #1: You must describe the requested records in sufficient detail to allow the City to identify the record sought. Staff is available to assist you to clarify your request.

NOTE #2: The copy cost is five cents per page and must be paid prior to the making of copies.

Please complete contact information to be used by the City to contact you regarding your request.

Name of Requestor

Email

Address

Telephone

Date: _____