TOWN OF LOOMIS

RECORDS REQUEST FOR COPIES OF TOWN DOCUMENTS

Print Name: _____ Date: _____

Signature: _____ Phone no: _____

Address: _____

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Fee: 15 cents a copy

Copy of large map is sent out and billed to customer. Number of maps requested: ____

Request for copies of: Number of pages: _____

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Town of Loomis Resolution 89-39 and California Government Code § 6253: Upon a request for a copy of records, the Town of Loomis shall, within 10 days form receipt of the request, seek copies of disclosable public records and shall notify the requester of the determination of the request and the reason thereof.

Staff only: Request from department:_____ Received by: _____