



# City of Grass Valley Public Records Request Form

Mail/Deliver to: City Clerk, 125 East Main Street, Grass Valley, CA 95945

Email to: [info@cityofgrassvalley.com](mailto:info@cityofgrassvalley.com)

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

Requested by: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Document(s) Requested : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Person Requesting Records: \_\_\_\_\_

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## City Clerk Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Information From: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Completed & Delivered on: \_\_\_\_\_ By: Mail/Pickup (Circle one)

Copy Fee's Collected: \_\_\_\_\_ (see fee schedule)  
(Credit to Account #100-4100-019)

Comments:

\_\_\_\_\_  
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