



# City of Grass Valley Public Records Request Form

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

[taylor@cityofgrassvalley.com](mailto:taylor@cityofgrassvalley.com)

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

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

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

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

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

---

---

---

---

---

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

-----

## 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:

---

---

---

---