



CITY CLERK'S OFFICE
Office of Records and Information

REQUEST FOR PUBLIC RECORDS

The City of Irvine strives to provide prompt and efficient access to public records. For your convenience, Agendas, Minutes, Resolutions, Ordinances, Contracts and Permits are available online at irvinequickrecords.com.

Complete the following information to identify your requested record(s). The more specific you are, the more responsive we may be with your request. For questions or assistance, please contact the Office of Records and Information at 949-724-6281.

FOR OFFICE USE ONLY	
DATE	_____
REQUEST	_____
REQUEST NO.	_____
	INITIALS _____

NAME		COMPANY	
ADDRESS*		PHONE*	
CITY	STATE	ZIP	EMAIL*

REQUEST FOR RECORDS (Provide a complete description of the records you are requesting)

In accordance with the California Public Records Act (California Government Code §§ 7920.000 et.seq.), public records are open for inspection at all times during regular office hours. Any person may request to inspect and/or copy a public record, excluding records exempt from disclosure by law. In most instances, copies may be provided upon request, unless additional time is required for research and records retrieval. In such cases, the City will respond to your request within ten (10) days of receiving this form. All document duplication fees are based on the City's current fee resolution.

FOR OFFICE USE ONLY					
TRACT# _____	<input type="checkbox"/> PRINTED COPY	NOTARY _____	x \$ _____	= _____	TOTAL _____
LOT# _____	<input type="checkbox"/> ELECTRONIC COPY	CERTIFIED MAIL _____	x \$ _____	= _____	
PLAN# _____	<input type="checkbox"/> REPROGRAPHIC	# OF COPIES _____	x \$ _____	= _____	PAID <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT
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