

CITY OF REDONDO BEACH

Office of the City Clerk

415 Diamond Street, Door 1 Redondo
Beach, CA 90277
Phone (310) 318-0656 cityclerkrecords@redondo.org

PUBLIC RECORDS REQUEST FORM

For Office Use Only: Date/Time
Stamp this Form When Entered into
Comcate:

Name Of Employee Who Entered
Request: _____

Please submit your request form to the Office of the City Clerk directly via our website portal (Comcate):

<https://clients.comcate.com/newrequest.php?id=23>

(Note: Submitting Online will provide receipt and immediate tracking/status information.)

Full Name (Please Print) / Organization _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

Department(s):

Permits - Building & Safety
Maps/Plans require written permission from License
Professional (Form provided by Community
Development Department)

Police Department – Police Reports*
Includes: Code Enforcement

City Clerk – General and all other Records

Fire Department – Reports*
Indicate if you are owner, tenant, or other

DESCRIPTION OF DOCUMENT(S) – Please be as specific as possible.

When applicable, please include specific ADDRESS(ES) and DATE(S) OR DATE RANGE, TYPE OF PERMIT, or any DETAILS, to help search for the appropriate responsive records you seek.

The City has ten days in which to respond to your request. You will be notified within the ten-day period if additional time is necessary. If requesting hard copies of documents, you will be required to pay ten cents per page (*Additional Fees may apply). The City is under no obligation to respond to requests which are not focused or specific, pursuant to the California Public Records Act. The City may withhold documents and/or redact sections of records which are exempt from disclosure under State or Federal laws.

Signature: _____

Date: _____