



Monterey County Emergency Communications

1322 Natividad Rd, Salinas, CA 93906; 831-769-8871

Public Records Request Form

Today's Date:

REQUESTOR CONTACT INFORMATION

Name: _____ Agency: _____

Address: _____

Telephone Number: _____ Email: _____

DESCRIPTION OF RECORDS REQUESTED: (Be as specific as possible with dates. If unsure, provide a range of a few days; as these are the only dates that will be searched)

Date of incident: _____ Time of incident: _____

Location of incident: _____

Details of the incident (provide names of involved parties, associated phone numbers, etc):

HOW WOULD YOU LIKE TO RECEIVE YOUR DOCUMENTS? Choose one

Email (**Preferred method**) In-Person (**Appointment required M-F only**)

The California Public Records Act provides the County with 10 days to respond to requests. The Emergency Communications Department will comply with time periods provided by law.

Requested Records may be redacted in accordance with Gov. Code, § 7922.525 as applicable.

OFFICE USE ONLY

Date Received: _____

Completed By: _____ Date: _____ Certification #: _____

Requesting Party Notified: Email Mail Delivery Pick Up Phone

Time Required/Notes: _____

Comments: _____