



**CITY OF LAGUNA NIGUEL  
OFFICE OF THE CITY CLERK**

30111 Crown Valley Parkway, Laguna Niguel, CA 92677

## **PUBLIC RECORDS REQUEST**

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**The following are examples of Public Records and Required Information for Retrieval of Records or Documents:**

- 1. AGENDA ITEMS** (Include meeting date / subject)
- 2. MINUTES** (Include meeting date / subject)
- 3. AGREEMENT / CONTRACT** (List name / year, if possible)
- 4. ORDINANCE** (Number / subject / date)
- 5. CAMPAIGN STATEMENTS** (List name / year)
- 6. RESOLUTION** (Number / subject / date)
- 7. CONFLICT OF INTEREST STATEMENTS** (List name / year)
- 8. PROCLAMATION** (Include subject / year)
- 9. QUITCLAIM, EASEMENT, ETC.** (List grantor)
- 10. COPY OF CITY COUNCIL MEETING DVD** (List date)
- 11. BLANK FORMS** (List)
- 12. MISCELLANEOUS** (List document/type/name/year)

**PLEASE LIST YOUR REQUEST AND PERTINENT INFORMATION BELOW:**

**REQUESTED BY:**

NAME: \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**COPY CHARGE (\$0.10 per page)** \_\_\_\_\_

**COPY CHARGE (\$0.10 per page)** \_\_\_\_\_

**PLEASE SUBMIT COMPLETED FORM TO THE ADDRESS ABOVE OR EMAIL TO:**

*cityclerk@cityoflagunaniquel.org*