CITY OF LAGUNA NIGUEL
OFFICE OF THE CITY CLERK

30111 Crown Valley Parkway, Laguna Niguel, CA 92677

PUBLIC RECORDS REQUEST

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. ***DEEDS, NOTES, ETC.*** *(List name)*
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)**_____

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

cityclerk@cityoflagunaniguel.org