



## OFFICE OF THE CITY CLERK PUBLIC RECORDS REQUESTS

Public Record Requests are processed electronically at [city-of-banning.nextrequest.com](http://city-of-banning.nextrequest.com). If you do not have access to email, you may complete this form and submit to **City of Banning, Attn: City Clerk's Office, PO Box 998, Banning, CA 92220**.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Preferred method of communication:  Phone  Email  U.S. Mail

Describe the requested document(s) by providing as much detail as possible. Include an address or Assessor's Parcel Number (APN), time period (beginning and end dates), and/or document type you are requesting.

Your request will be processed in accordance with the provisions of the Public Records Act (Government Code §6250 et seq.). The City has 10 days to make a determination as to whether disclosable records exist or if the City requires an extension. *We appreciate your patience as we make this determination.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff may reach out to obtain information needed to fulfill your request. If you have any questions, you may contact the Deputy City Clerk at 951-922-3102 or via email at [cpatton@banningca.gov](mailto:cpatton@banningca.gov).