



## 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.*

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Signature

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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).