



Request for Public Records

Please email all requests to: kprice@cityofwillows.org

DATE OF REQUEST: _____

REQUESTOR NAME/COMPANY: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

DESCRIPTION OF REQUESTED DOCUMENTS (Please be as specific as possible):

As a reminder, the City adheres to the following timeline to respond to public records requests. According to law, a local agency must respond promptly, but no later than 10 calendar days from receipt of the request. If the request is received after business hours or on a weekend or holiday, the next business day may be considered the date of receipt. The 10-day response period starts with the first calendar day after the date of receipt (Civ. Code, § 10). If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request (Civ. Code, § 11).