



## CITY OF MILL VALLEY PUBLIC RECORDS ACT REQUEST FORM

To facilitate your Public Records Act (PRA) request, please fill out the form below. You may make a Public Records Act request with the City of Mill Valley through the following methods:

<p><b>In Person:</b></p> <ul style="list-style-type: none"> <li>- Visit City Hall during operating public business hours (verify Mill Valley’s operating public business hours at: <a href="https://www.cityofmillvalley.org/">https://www.cityofmillvalley.org/</a>).</li> <li>- To meet with the City Clerk directly, please make an appointment prior to visiting City Hall by contacting <a href="mailto:cityclerk@cityofmillvalley.org">cityclerk@cityofmillvalley.org</a> or by phone at (415) 388-4033.</li> <li>- Mill Valley City Clerk’s office address: Mill Valley City Hall 26 Corte Madera Avenue Mill Valley, CA 94941</li> </ul>	<p><b>Email:</b></p> <ul style="list-style-type: none"> <li>- In the “body” of your email, please submit this form in PDF or provide your name, a telephone number and/or email address you can be reached, the type(s) of records you are requesting, and the time frame of records you are interested in reviewing.</li> <li>- Please include the term “Public Records Act Request” somewhere in the “subject” of your email.</li> <li>- Email <a href="mailto:cityclerk@cityofmillvalley.org">cityclerk@cityofmillvalley.org</a>.</li> </ul>
<p><b>Telephone:</b></p> <ul style="list-style-type: none"> <li>- Call the City of Mill Valley’s main telephone number at (415) 388-4033.</li> <li>- Ask to be directed to the City Clerk.</li> <li>- Once directed to the City Clerk, please be prepared to provide your name, a telephone number and/or email address you can be reached, the type(s) of records you are requesting, and the time frame of records you are interested in reviewing.</li> </ul>	<p><b>Mail:</b></p> <ul style="list-style-type: none"> <li>- Please submit this form in PDF or provide in writing your name, a telephone number and/or email address you can be reached, the type(s) of records you are requesting, and the time frame of records you are interested in reviewing.</li> <li>- Mail form/information to: City of Mill Valley Attention: City Clerk – PRA Request 26 Corte Madera Avenue Mill Valley, CA 94941</li> </ul>

You will receive a response to your PRA within 10 days of the City Clerk’s receipt of your request. In some cases, additional time may be needed to procure requested documents. If a request specifically asks for physical copies of responsive records, the City may charge the requestor a copying fee. The City of Mill Valley charges a copying fee of \$0.25 for the first page and \$0.10 for all additional pages.

**Records Exempt from Disclosure:** The Public Records Act exempts certain records from disclosure in whole or in part. Many categories of records are exempt, some by the Act itself, (§§ 6254(a)-(z)) and some by other laws (§§6275-6276.48). Please review the [State of California Government Code \(LINK\)](#) for more information on exemptions,



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**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Confirm Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Home/Business Address:** \_\_\_\_\_  
(Street number & name) (City) (State) (Zip Code)

**How would you like to be contacted regarding your Public Records Act request?**

Phone                       Email                       No Preference

**Is this Public Records Request for media purposes?**                       Yes                       No

**Which City Department(s) is this request related to? Select all that apply:**

<input type="checkbox"/> City Attorney	<input type="checkbox"/> Library Department	<input type="checkbox"/> City Council
<input type="checkbox"/> City Clerk	<input type="checkbox"/> Planning & Building Department	<input type="checkbox"/> City Board, Commission, and/or Committee
<input type="checkbox"/> City Manager Department	<input type="checkbox"/> Police Department	<input type="checkbox"/> Not sure.
<input type="checkbox"/> Finance & Human Resources Department	<input type="checkbox"/> Department of Public Works	<input type="checkbox"/> Not applicable.
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Arts & Recreation Department	<input type="checkbox"/> Other (please specify): _____ _____

**Reasonable Accommodations Request:** To ensure that persons with disabilities have equal and full access to public records, City staff will make every effort to assist individuals requesting reasonable accommodations. Persons with disabilities who require reasonable accommodation for obtaining access to the City of Mill Valley's public records should notify the City Clerk of their accommodation needs in their written request, or by calling the Mill Valley City Clerk's office at (415) 388-4033.



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**Records Requested**

In order for the City of Mill Valley to provide a timely and complete response, please provide as much detailed information as possible regarding the records you seek, such as:

1. the people, places and/or things the records involve such as names, addresses, etc.; and
2. the date or date range of the records; and
3. the Department that created or maintains the records.