



**PUBLIC RECORD REQUEST FORM**  
*Office of the Clerk of the Board*

Date of Request \_\_\_\_\_ Made By  Person  Phone  Mail  e-mail

Name of Requester \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Type of Request:  Copy of Magnetic Tape(s)  Listen to Magnetic Tape  
 Written Transcript  Copy of Document(s)  
(Clerk-10 days/Court Reporter-20 days)

Type of Meeting:  BOS  Special  Joint  Other \_\_\_\_\_

Type of Document(s) \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Item # \_\_\_\_\_ Subject \_\_\_\_\_

Approximate Time of Recorded Matter: \_\_\_:\_\_\_  a.m.  p.m.

Estimated Length of the Time Needed to Listen \_\_\_\_\_ or copy \_\_\_\_\_

Desired Appointment Date \_\_\_\_\_ and Time \_\_\_:\_\_\_  a.m.  p.m.

**Additional Information:**

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**Clerk Notes:**

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Number of Copies \_\_\_\_\_ Number of Faxes \_\_\_\_\_ Copy Charges: \$ \_\_\_\_\_

*This form was created for the purpose of clarity for the Requester as well as the Clerk of the Board office, which is in compliance with Chapter 3.08 of the Glenn County Administrative Manual and Government Code Section 6250.*