



Kensington Police Department Request for Public Record

In accordance with the California Public Records Act ("Act"), Government Code 6250 et. seq., the District of Kensington provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the District has ten (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the District's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the records will be made available as promptly as is reasonably practicable. A request for a copy of an identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. Fees to cover the direct costs of duplication will be charged in accordance with the District's Schedule of Fees.

Name: _____ Zip: _____
Company (If applicable): _____ Telephone: _____
Street Address: _____ Fax: _____
City: _____ Email: _____

Record or Document Requested:

Please be as specific and detailed as possible to enable District staff to identify and locate the documents requested. If known, please indicate in which department(s) the records resides. Also, please provide a case number, location/address of property, date range or time period, and other information if known.

Location/Address of Property

Street Address: _____ Case Number: _____
City: _____ Date Range or Time Period: _____
Zip: _____

Details:

217 Arlington Ave, Kensington, CA 94707

Dispatch: (510)525-7573

Office: (510)526-4141

Fax: (510)526-1028

