



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

### PUBLIC RECORDS ACT REQUEST FORM

In an effort to best serve you, please complete the Public Records Act Request Form below.

Email your completed form to [publicrecords@rrcc.lacounty.gov](mailto:publicrecords@rrcc.lacounty.gov) or mail to Registrar-Recorder/County Clerk, Attention: Julane Whalen, 12400 Imperial Highway, Room 7001, Norwalk, CA 90650.

#### Please Note:

- Records related to the Registrar-Recorder/County Clerk's (RR/CC) normal course of business are not subject to the Public Records Act as they can be reviewed through the RR/CC's deliberative process, applicable statutory fees may apply.
- The County of Los Angeles **does not maintain a centralized record keeping system**. Requests should be made directly to the responsible department. This list of all County departments is available on the County's website: <http://lacounty.gov>
- The Public Records Act is not designed to respond to general questions, identifiable records must be described.
- Pursuant to the Public Records Act, certain records are not subject to disclosure. The RR/CC, upon request for a copy of record(s), shall determine within 10 days from the request whether the record is responsive in accordance with the Public Records Act.

First Name:		Last Name:	
Address:		City:	
State:	Zip Code:	E-mail Address:	
Phone Number:		Fax:	Date:
Record(s) Description:			
Preferred Delivery and Comments:      Mail      E-mail      Phone Call			

You are not required to fill out this form in order to receive public records under the California Public Records Act. Completing this form is optional. However, completing this form will assist our employees in effectively processing your request.