



**Public Records Request Form**

**City of Menifee**  
**29844 Haun Road**  
**Menifee, CA 92586**  
**Contact: Roxy Elliott**  
**Phone: 951-723-3772**  
**Email: PRA@cityofmenifee.us**

**PRA No.** \_\_\_\_\_

Date Stamp:

Requested Records (PLEASE BE AS DETAILED AS POSSIBLE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please print clearly:

Requester Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Request Received:**

Walk In  
Phone  
Email  
Fax  
Letter  
Other

Please note:

- Not all records are available in electronic format. Records in paper/hard copy format will be made available for inspection or duplication.
- At this time the City of Menifee does not use cloud based links for PRA Requests
- Records requests too large to email will be made available via disc(s)
- Please refer to the City approved fee schedule for fees associated with cost of duplication or discs.

*\*\*\*In compliance with Government Code §6253(c), our City Clerk's Department will respond within 10 days from receipt of the request.\*\*\**

Requestor's Signature: \_\_\_\_\_

***To Be Completed by the City Clerk's Office***

Date Due: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Notified Requester: \_\_\_\_\_ Delivery/Pick-Up Date: \_\_\_\_\_

Number of Pages or Discs: \_\_\_\_\_ Total Amount Due: \_\_\_\_\_