



THE  
HOLLYWOOD  
PARTNERSHIP

## ***PUBLIC RECORDS REQUEST***

**The Hollywood Partnership**

6562 Hollywood Boulevard, Hollywood, CA 90028

(323) 463-6767 ♦ (323) 960-7584

Public records can be inspected by appointment only during normal business hours at no cost, or can be copied and mailed at the direct copying cost, or can be provided electronically. Pursuant to the Public Records Act, the records will be available for inspection or provided within ten (10) days of the date received by the The HP office unless the requestor is notified that additional time is needed to gather the requested records. Requests must be submitted to The HP office in order to be processed. Requests will be processed in the order received.

Email: [admin@hollywoodbid.org](mailto:admin@hollywoodbid.org) Website: [www.hollywoodpartnership.com](http://www.hollywoodpartnership.com)

I wish to INSPECT records specified in this request at no charge by appointment. I may later choose to purchase copies. *Please note that this option is not available at this time due to COVID rules.*

I wish to PURCHASE COPIES of records specified in this request without prior inspection.

I wish for copies of records specified in this request to be provided electronically.

*Please type or print legibly.*

Requestor's Name: \_\_\_\_\_

Requestor's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

\*E-mail Address (required if requesting electronic delivery of records):

\_\_\_\_\_

Please specify exactly what record(s) or document(s) you are requesting. Unclear requests may result in delay, error, or the necessity for you to resubmit the request. You may attach additional pages or an itemized list.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(For office use only)

### **Requested Appointment Time:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ @ \_\_\_\_\_ AM/PM

Appointment day and time are not guaranteed. Appointments will be confirmed 72 hours in advance.

164694.1

The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with important rights to obtain access to records held by public agencies in the State.

- a. When a request is made for copies for records, The HP shall advise the requestor of the copying costs. The following fees will apply:
  - (i) Photocopying costs in the amount of \$0.15 per page for standard reproduction of documents of a size 11 by 17 inches or less.
  - (ii) Actual costs for the reproduction of other oversized documents or the reproduction of documents requiring special processing.
  - (iii) When The HP must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, The HP may require the requestor to bear the full and actual costs incurred by The HP.
  - (iv) Actual postal charges.

Pursuant to Government Code 6253 (b), no copies will be made until payment has been received in fully by The HP.

- b. Voluminous and/or complex requests for records will be sent to an outside copy service. The requestor shall be responsible for all copying fees charged to The HP. Payment will be requested from the requestor prior to having the copies made.

The HP will respond to requests for public records in accordance with the terms of the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

*Office Hours for Appointments available for Public Records Review:*

*(Please note that this option is not available at this time due to COVID rules)*

*Monday – Thursday 9:30 a.m. – 11:30 a.m. and 2:00 p.m. – 4:00 p.m. ◊ Friday 9:30 a.m. – 11:30 a.m.*

*6562 Hollywood Boulevard, Hollywood, CA 90028 ◊ (323) 463-6767 / FAX (323) 960-7584 [admin@hollywoodbid.org](mailto:admin@hollywoodbid.org)*