PUBLIC RECORDS REQUEST

The North Hollywood Business Improvement District (NoHo BID) is committed to providing accurate and timely responses to requests for inspection on or copying of business records under the California Public Records Act. It is recommended that you use this form to facilitate processing your request. All requests must be sent via email to aaron@urbanplaceconsulting.com or in person or by mail to 3982 S. Figueroa Street., Suite 207, Los Angeles, CA, 90037. Requests for records are processed in the order received. When the records you request are located, you may purchase copies of records. Alternatively, you may inspect records at no charge during business hours at the address noted above: upon locating the records requested, you will be provided a proposed appointment date for inspection; once you have inspected the records, you can request copies of all or a portion of the records.

Please identify and itemize each record you are requesting with as much specificity as possible. An unclear request may result in delay or error in locating the records sought.

1._____

2._____

☐ I wish to purchase copies of the records identified and itemized above at $0.15 per page up to the size of 8.5" x 14"; the actual cost for larger documents will be provided. Once the NoHo BID has located the records sought below, I will be notified of the approximate cost for copies, which I will tender before copying commences. Any overestimate will be refunded; any underestimate will be updated upon copying, with the balance due paid before records are provided.

☐ I wish to inspect the records identified above during normal business hours in the presence of a NoHo BID employee. Once the NoHo BID has located the records sought, I will be notified of a proposed appointment date for inspection. If that date is not convenient, I will work with the NoHo BID to identify a mutually agreeable appointment date for inspection. After I inspect the records, I can opt to purchase copies of the records at $0.15 per page up to the size of 8.5" x 14"; the actual cost for larger documents will be provided.

☐ I wish to obtain electronic copies of the records identified above, wherein they currently exist in an electronic format. Depending upon the volume of the electronic records sought, there may be a cost associated with production of electronic records on a CD; I will be notified of the cost associated with production of electronic records, if any. Wherein electronic copies of records I have requested are not available, I have identified above whether I wish to inspect or purchase copies of records.

Name_____

Mailing Address_____

Email Address _____

Day time phone number _____