

PUBLIC WORKS/ENGINEERING REQUEST FOR RECORDS

	Requestor	
	Phone Number	
	Date Required	
Optional	Street Address	
	City,	
	State	
	Zip Code	

Description of Record(s) Being Requested: (Be as specific as possible)

Type of Record ex. (sewer, street, water)	Location ex. (Beach & Warner)	Time Frame

If copies of Record Drawing are required, we can print full size copies for a fee, we can download to a CD for a fee or you can call a certified reprographics company (i.e. Huntington Beach Digital) to have the drawing picked up and reproduced. At no time are the original Mylar's checked out to anyone other than a certified reproduction company.

FOR PUBLIC WORKS ENGINEERING USE ONLY

Assigned To:	Date Assigned:
Time Spent Research:	
Completed By:	Date Completed:
Comments:	

REFERRED TO CITY ENGINEER

All records relating to any City Facility (i.e. Fire Stations, Police Station, Water Facility, and City Hall, etc) must be approved by the City Engineer prior to completing any request.

City Engineer's Approval