



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



***NEW* ONLINE PORTAL FOR SUBMITTING PUBLIC RECORDS REQUESTS**



The City of South El Monte is now offering an online web portal for processing Public Records Requests (PRAs). Through this portal, you will be able to submit a request and retrieve documents.

Click the link below to access the portal:

<https://portal.laserfiche.com/j2222/forms/PRR>

For any questions, contact the City Clerk's Office at (626) 579-6540.

You'll be able to access via mobile phone or an available computer at City Hall.

California Public Records Act - Government Code Section 6250

In compliance with the California Public Records Act, Government Code Section 6250, the City of South El Monte is required to provide members of the public, upon request, any information relating to the conduct of the public's business that is prepared, used or retained by the City, regardless of physical form or characteristics. Records that are exempt under the Public Records Act will not be available to the public.

10 Calendar Days

The request will be processed within ten calendar days. Under the California Public Records Act, a local agency must respond promptly, but no later than ten calendar days from receipt of the request, to notify the requester whether records will be disclosed. If the request is received after business hours or on a weekend or holiday, the next business day may be considered the date of receipt.

The ten-day response period starts on the first calendar day after the date of receipt. If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request. The time limit for responding to a public records request is not necessarily the same as the time within which the records must be disclosed to the requester. If it is not possible to provide the information requested within ten calendar days, due to the nature of the request, you will be notified within the ten-day processing period.