



CITY OF OAKLAND

## RecordTrac Public Records Request Form

**Explore Before You Request:** view past requests to see if the record you are requesting is already available at [records.oaklandnet.com](http://records.oaklandnet.com)

Consider using RecordTrac, the City's new online public records request system, to submit this request. It's quick and convenient and allows you to track the status of your request. All information in every public records request will be entered in RecordTrac (the City's online public records request system) for communication, tracking and public viewing purposes.

Request a record (documents, photos, emails, texts, audio recordings, electronic information or data). Tips:

1) Be specific, include dates; 2) Do not reveal personal information in the body of the request; 3) Provide name or description of record.

**What are you trying to find?** Pursuant to the California Public Records Act **everything in this box will be displayed publicly** in RecordTrac.

Body of Request (do not enter personal information):

### Select a Department:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Business Tax                 | <input type="checkbox"/> Housing & Community Development | <input type="checkbox"/> Mayor's Office                                |
| <input type="checkbox"/> City Administrator           | <input type="checkbox"/> Human Resources Management      |  |
| <input type="checkbox"/> City Attorney                | <input type="checkbox"/> Information Technology          | <input type="checkbox"/> Council District 1 - Dan Kalb                 |
| <input type="checkbox"/> City Auditor                 | <input type="checkbox"/> Library                         | <input type="checkbox"/> Council District 2 - Pat Kernighan            |
| <input type="checkbox"/> City Clerk                   | <input type="checkbox"/> Neighborhood Investment         | <input type="checkbox"/> Council District 3 - Lynette Gibson McElhaney |
| <input type="checkbox"/> Contracts & Compliance       | <input type="checkbox"/> Parks & Recreation              | <input type="checkbox"/> Council District 4 - Libby Schaaf             |
| <input type="checkbox"/> Controller & Budget Office   | <input type="checkbox"/> Planning & Building             | <input type="checkbox"/> Council District 5 - Noel Gallo               |
| <input type="checkbox"/> Economic & Workforce Dvlpmnt | <input type="checkbox"/> Police Department               | <input type="checkbox"/> Council District 6 - Desley Brooks            |
| <input type="checkbox"/> Fire Department              | <input type="checkbox"/> Public Works                    | <input type="checkbox"/> Council District 7 - Larry Reid               |
| <input type="checkbox"/> Human Services               | <input type="checkbox"/> Treasury & Payroll              | <input type="checkbox"/> Council At Large - Rebecca Kaplan             |

### Contact Information:

Email\*

Name (optional)

Phone Number\*

If email address is provided, a confirming email with request tracking number will be sent. This will allow you to view the status of your request and communication to be exchanged between you and City staff regarding this request. **\*Email and/or phone number will be used by City of Oakland staff only if further communication is required to fulfill the request.**

If you prefer to submit this form via fax, please send to (510) 439-2603 for routing to specified department and/or custodian of records. All information in every public records request will be entered in RecordTrac (the City's online public records request system) for communication, tracking and public viewing purposes.

Each request must be on a separate form. Please print clearly.