

# How to Submit a Public Records Request for City of Ventura Record Drawings

On the home page click on **HOW DO I...** located in the upper right side of the page. Under the **Submit** heading, click on **Public Records Request**.

The screenshot shows the City of Ventura website home page. At the top, there is a navigation bar with links for 'Create a Website Account' and 'Website Sign In'. Below this is a main navigation menu with categories: 'Government', 'Services', 'Business', 'Community', and 'How Do I...'. The 'How Do I...' category is highlighted with a red box. Underneath, there are several sub-sections: 'Apply For', 'Permit Services', 'Pay', 'Reserve', and 'Sign Up For'. The 'Submit' link is highlighted with a red box, and under it, 'Public Records Request' is also highlighted with a red box. On the left side, there is a sidebar with icons for 'City Home', 'Hours', and 'Connect', and a 'Public Meeting Agenda' section.

This page summarizes the request system. Under the heading **Request Public Information**, click on **Submit an online Request for Public Information**.

The screenshot shows the 'Request Public Information' page. The page has a breadcrumb trail: 'Home > Government > Departments > City Manager's Office > City Clerk's Office > Request Public Information'. The main heading is 'Request Public Information'. Below this, there is a paragraph explaining the Public Records Act. There are three main sections: 'Timeline for Requests', 'How to Request Public Information', and 'Contact Us'. The 'How to Request Public Information' section has four steps: 'Step 1 - Records Retention Schedule', 'Step 2 - Public Access Portal', 'Step 3 - Request Public Information', and 'Step 4 - Contact City Clerk's Office'. The 'Step 3 - Request Public Information' link is highlighted with a red box. The 'Contact Us' section lists the City Clerk's Office, Michael B. MacDonald, CMC, Tracy Oehler, MMC, Gail Davis, and Darrick Ryser, along with their contact information.

Complete three steps to **Submit a Request**.

1. **Select a topic:** click on the button, **Public Records**. From the drop-down menu choose **Public Works – Record Drawing**.

**CITY OF VENTURA**

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**Submit a Request** ADA/508 friendly site

1. Select a topic      2. Provide contact information      3. Enter your request

Select a topic Next >

Topic selected: Public Records  
Subtopic selected: Public Works - Record Drawing

Here are answers to common questions.  
If your issue is not answered below, Click Next to continue submitting a request.  
No FAQs matching your request

› ADA Compliance	› Fleet and Facilities
› Building Permits	› Floodplain Management - FEMA
› Business / Economic Development	› Grey Water Systems - Private
› Business Taxes	› Housing
› Cable Issues	› Human Resources
› City Clerk	› Involvement / Your City
› City Council	› Libraries
› City Solar Training/Rebates	› Maintenance Services
› Code Enforcement	› Parks & Maintenance Services
› Community Services	› Permits / Licenses / Applications
› Construction	› Planning
› Design	› Police
› Emergency Operations	▼ Public Records
› Environmental Sustainability	Public Record Request - City Attorney's Office
› Finance / Budget	Public Record Request - City Clerk's Office
› Fire Administration	Public Record Request - Community Development
› Fire Prevention & Enforcement	Public Record Request - Finance & Technology
	Public Record Request - Fire
	Public Record Request - Police
	Public Record Request - PRCP
	Public Record Request - Public Works
	Public Record Request - Water
	Public Works - Construction
	Public Works - Land Development
	Public Works - Record Drawing
	Public Works - Transportation
	Requests for Public Records - HR

2. **Provide contact information.**

3. **Enter your request:** under **Request Type**, choose **Information Only**. In the **Your Request** box include the following:

- Description of the scope of your project. Please be specific so that we can send the most appropriate materials.
- List the types of records needed (for example, water, sewer, storm drain)

- Specify any requirements you may have regarding receiving the materials, (i.e. size limitations for receiving records via email).
- Click on **Attach a file** and **attach a project location map** highlighting the area of the public right-of-way for which you need records. Attach any other appropriate documents.

Click the **Submit Request** button at the bottom of the page.

The system will send you a welcome email and assign your request a case number. Subsequently, you will be contacted by a City staff person.