



CITY OF EL MONTE

CITY CLERK'S OFFICE

Gabriel Ramirez
City Clerk

Griselda Contreras,
Chief Deputy City Clerk /
Records Manager

May 11, 2023

VIA ELECTRONIC MAIL
MuckRock News
145176-74353332@requests.muckrock.com

**Re: Extension of Response Period Concerning Your Public Records Request
Received by the City of El Monte on May 1, 2023 – PRR #356**

Dear MuckRock News,

Reference is made to your attached California Public Records Act request (the "Request"), which was received by the City of El Monte (the "City") on May 1, 2023.

California Government Code Section 7922.535 (a) generally requires local agencies to respond to a California Public Records Act request within ten (10) days from the receipt of the request. However, certain circumstances set forth in California Government Code Section 7922.535 (b) allow local agencies to extend the ten-day response period for up to fourteen (14) additional calendar days.

In accordance with California Government Code Section 7922.535 (b) the City requires fourteen (14) calendar days in addition to the ten-day response period in order to initially respond to the Request. City staff anticipates that a response to the Request shall be dispatched on or before the fourteenth day of extension.

Should you have any questions or need any additional information, please do not hesitate to contact my office at (626) 580-2016, Monday through Thursday between the hours of 7:00 a.m. to 5:30 p.m.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Casas".

Karina Casas
Deputy City Clerk