

How To: Public Records Request

1. [Riverside, California | City of Arts & Innovation \(riversideca.gov\)](https://www.riversideca.gov)
2. Scroll down to “How do I” click on drop down arrow
3. Click on the option that says “Make Public Records Request”
4. Click on the blue box “MY RECORDS PORTAL”
5. New window will populate
6. Click on “CPRA Request:
7. Create an account (email address and password)
8. Once an account is created, another screen will appear where it asks info on the records you are requesting (these all need a required answer)
 - a. Department
 - b. Describe the Records requested
 - c. Date Range From
 - d. Date Range to
 - e. Preferred Method to Receive Records
 - f. Optional (attaching a file)
9. Click submit
10. Once that has been completed the Clerks Office will receive the notification of your request.
11. The Clerks Office will then provide you with the public records depending on how you requested the records to be received.