



DATE: _____

CITY OF COACHELLA PUBLIC RECORDS ACT REQUEST FORM

All Public Records Act requests for information must be submitted in writing on this form and delivered to the City Clerk's Office at City Hall. Please fill out this form completely with as much detail as possible and identify specifically the records you are requesting.

The California Public Records Act (Government Code Section 6250 et. seq.) applies to writings in city files "containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The City will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public. Please note that the City is not required by law to create a list from an existing record or create a new record.

NAME: _____ PHONE NUMBER: _____

EMAIL (PLEASE PRINT CLEARLY): _____

ADDRESS: _____

INQUIRY: _____

The Act allows staff ten (10) days in which to respond to requests for information as well as the recovery of associated costs. Staff will contact you when a response has been completed for your request. (Due to staff reductions, staff is unable to respond to walk-in inquiries that have not previously scheduled an appointment prior to or after submission of the inquiry to the City Clerk's Office.) All Fees involved must be paid in the City's Finance Department prior to the release of documents.

DO NOT WRITE BELOW THIS AREA – FOR CITY STAFF USE ONLY

STAFF PERSON ASSIGNED THIS INQUIRY: _____

DATE: _____ TOTAL HOURS (IF ANY) INVOLVED IN RESEARCH: _____

OF COPIES PROVIDED: _____ X \$ 0.50 PER PAGE EQUALS FEE: \$ _____

OF DISCS PROVIDED: _____ X \$15.00 PER DISC EQUALS FEE: \$ _____

DATE TASK COMPLETED: _____ DATE CITIZEN CONTACTED: _____