



City of Palm Springs
Request for Public Records

Office of the City Clerk
3200 E. Tahquitz Canyon
Palm Springs, CA 92262
TEL (760) 323-8204
FAX (760) 322-8332

Reserved Date Stamp

Name, affiliation and other similar or identifying information is optional, and not a requisite to obtain public records.

Name of Requestor: _____

Address: _____

City, State, Zip: _____

Contact Telephone: _____ Fax: _____

Type of Request:

_____ Inspect Public Records during City business hours. (No fees for inspection.)

_____ Copies of Public Records.

_____ Pick-up at City Hall.

_____ Mailed.

Copies will be provided at the copying fee of .10 cents per page, plus mailing fee (if you would like the records mailed).

Records Requested (Please be specific):

Thank you for your request. Your request will be processed in compliance with the California Public Records Act. Except with respect to public records exempt from disclosure, the City shall make records promptly available for inspection during regular business hours. If a request to inspect records includes numerous files and/or documents, or requires the coordination by more than one City department, the City reserves the right to set a date and time when the records will be made available for inspection.

While it is the City's policy to respond to requests for public records as quickly as possible, the Public Records Act allows the City up to 10 days to determine whether the request will be provided. In unusual circumstances, the time limit may be extended for an additional 14 days.

FOR OFFICE USE ONLY:

Statutory Response Date: _____ Copy/Mailing Fee: _____

Date Records Provided: _____ Responding Staff: _____