



**CITY OF CATHEDRAL CITY
REQUEST FOR PUBLIC RECORDS**

Upon receipt of a request for City Records, the City shall determine within 10 working days if the records are public and available within the City's record system, and notify the citizen of such determination. (See California Government Code Sections 6250-6265 for full text of the California Public Records Act.)

<u>Description of Document</u>	<u>Date</u>	<u>No. of Copies</u>	<u>No. of Pages</u>	<u>Charge</u>
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I / We agree to pay the City of Cathedral City \$0.25 per page to cover the cost of duplication. (24x36 prints - \$5 each sheet)

Name / Organization Making Request: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

FOR OFFICE USE

Date / Time of Request: _____ Date Due: _____

Request received by : _____
(Sign and give copy to citizen; give this request to Records Manager for processing)

RECEIPT OF DOCUMENTS

Date Requester Notified: _____

Documents Pick-up Date: _____

Documents Received By: _____

(Signature of Requestor / Print Name)

**Signed Request
may be faxed to:
760 - 202 - 1460**