CITY OF PALM DESERT

73-510 Fred Waring Drive
Palm Desert, California 92260
Ph: (760) 346-0611 / Fax: (760) 340-0574

Request for Public Records

Completion of this document is suggested for all records requests. In accordance with City Council Resolution No. 08-24, the following fees apply: 15¢ per page for standard reproduction of documents of a size 8½" x 14" or less, 35¢ per page for copying documents from microfilm, $1.00 per page for copying documents of a size 11" x 17" to blueprint-size, actual cost for reproduction of oversize documents or those requiring special processing, actual postage charges, if applicable, and actual cost for third-party retrieval of offsite records, if applicable. For compilation of electronic data/information extraction, the requester may be required to bear the full and actual clerical costs incurred by the City for this purpose.

The City Clerk's Office will make every effort to produce documents immediately upon request; however, there are times when work schedules make it impossible to do so. A member of the City Clerk's Office will contact you within 10 days of your request to advise when the records will be available. Your cooperation is very much appreciated.

Date of Request: _____ **Time:** _____

Description of Document(s) Requested: ***(Attach additional sheets if necessary.)***

_____

_____

_____

_____

_____

_____

_____

_____

Requested by: _____
Name

_____
Address

_____
Phone Number(s)

Official Use Only

Documents Produced by: _____

Date: _____ Time: _____