



CITY OF TWENTYNINE PALMS REQUEST FOR PUBLIC RECORDS

6136 Adobe Road
Twentynine Palms, CA 92277
Tel: (760) 367-6799
Fax: (760) 367-4890

Reserved for Date Stamp

Type of Request:

_____ Inspect Public Records during City business hours.

_____ Copies of Public Records.

_____ I would like to pick the copies up once available at City Hall.

_____ I would like copies of the records sent to me by mail to the address listed below.

_____ I would like copies of the records sent to me by e-mail at: _____

PLEASE NOTE: Requests for City documents must be made to the City Clerk's Department. There is no charge for most public documents for the first 10 pages. A \$0.30 per page charge (plus a mailing fee if you would like the records mailed) will be assessed after the initial 10 pages. Requests submitted via e-mail, fax, USPS, or drop off on a Friday, Saturday, Sunday, holiday, or after 6:00 p.m. on a business day will be processed as received on the next open business day. The City will, within 10 calendar days, contact you regarding your public records request. The 10-day response period will begin when the request is received. If there are unusual circumstances as defined in Government Code Section 6253, we will notify you of the delay and the date when a determination is expected. You will be contacted when your request is ready for pick-up.

Records Requested (Please be specific):

Signature: _____ Date: _____

Name (Print) _____ Telephone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

FOR OFFICE USE ONLY

Document(s) reviewed immediately: _____ Copies Provided by: _____ Total Pages: _____ Total Cost: _____
Comments: _____

Called/Emailed Requestor for Pick Up _____ Emailed/Mailed Requestor Documents _____ Pick Up _____