



# Public Records Requests

## California Public Records Act

The California Public Records Act provides individuals with the right to inspect and obtain copies of public records maintained by local agencies (California Government Code Section 6250 et. seq.)

The California Public Records Act was enacted to guarantee the access of information concerning the conduct of the people's business, a fundamental right of every person in this State, mindful of the right to privacy of persons who are the subject of Government records.

Public Records are documents containing information relating to conduct of the public's business prepared, owned, used, or retained by the City. Certain documents and records maintained by the City are exempt from public disclosure under the Act.

## Access to Public Records

Routine records requests are ordinarily available for inspection during City business hours; within a short period of time, unless documents are archived and/or stored off-site or in numerous City departments.

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 available for inspection.

The City of Palm Springs strives for excellent customer service and responds to Public Records requests as quickly as possible.

The Public Records Act allows a period of ten (10) days for the City to determine whether the request seeks disclosable records and to respond. The law also provides for an additional 14-day extension in the event of unusual circumstances.

Under the provisions of the Public Records Act, records requested require City staff's careful examination to ensure that the documents are complete and records are disclosable under the Act.

## Requesting Records

For your convenience a standard request form is available at the City Clerk's Department, Public Information Counters and on the City's website. You may use the standard form or request records in another manner. All requests will be processed in compliance with the California Public Records Act.

Please be specific in your request. Requests too general in nature i.e. "Any and All files relating to . . ." may result in a delay pending further identification of the records.

Mail or Fax your request to: City of Palm Springs, James Thompson, City Clerk, 3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262. Fax (760) 322-8332.

During business hours a person may request records in person.

A specific record request such as: a building permit, a specific set of Airport Commission minutes, a Planning Commission Resolution, a police report, etc.; the requestor may proceed to the specific City department; and complete a request for Public Records.

Records Requests that include numerous files and/or documents, or requires the coordination by more than one City department, the requestor shall file the request with the City Clerk's Department. The City Clerk or designated staff, acting as Custodian of Records for the City of Palm Springs, will coordinate the public records request.

The Act provides that the City may charge a fee for copying documents. Documents will be released after the payment of all fees. Current fees are .10 cents per page. Additionally, the City will charge a fee to mail documents if requested.



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 \_\_\_\_\_ Pick-up at Police Dept.

\_\_\_\_\_ 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: \_\_\_\_\_