



**City of Palm Springs
Request for Public Records**

Office of the City Clerk
3200 E. Tahquitz Canyon Way
Palm Springs, California 92262
TEL (760) 323-8204
FAX (760) 322-9332

EMAIL CityClerk@palmspringsca.gov

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: _____
Email: _____
Preferred Method of Contact: Telephone Email

Record(s) Requested: Specify records sought, such as addresses, subjects, document titles, dates, keywords, etc.

Preferred Format of Record(s)

Please specify the preferred format of record(s). If the record is not available in the preferred format, the City Clerk's Office will contact you to provide alternative methods to transmitting the record.

- Paper Copy**
*\$0.10 / page
Additional fees may apply for larger requests requiring outside copying.
Additional fee for postage may apply.*
- Digital/Email**
*No Charge
Email transmittal is limited to 10 MB,
larger files will be provided via
\$11.00 / Flash Drive*
- Visual Inspection Only**
No Charge

California Government Code Section 6253 (c). Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.