



PALM SPRINGS CEMETERY DISTRICT

REQUEST FOR PUBLIC RECORDS

Upon receipt of a request for District records, the District shall determine within 10 working days if the records are public and available within the District's records system, and notify the citizen of such determination. (See California Government Code Sections 6250-6276.48 (the "Act") for full text of the California Public Records Act.)

Table with 5 columns: Description of Document, Date, No. of Copies, No of Pages, Charge. Rows 1-5.

I/We agree to pay the Palm Springs Cemetery District \$0.10 per page to cover the cost of duplication.

Name/Organization Making Request: _____

Address: _____

Telephone: _____

E-mail: _____

Signature: _____ Date: _____

Print Name: _____

FOR OFFICIAL USE

Date/Time of Request: _____ Date Due: _____

Request Received by: _____ Title: _____

(Sign and give a copy to citizen; give this to Records Manager for Processing)

RECEIPT OF DOCUMENTS

Date Requestor Notified: _____

Documents Pick-up Date: _____

Documents Received By: _____ Print Name: _____

Signature