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Serving the West Shores of the Fabulous Salton Sea

REQUEST FOR COPIES OF PUBLIC RECORDS

(Government Code Section 6253 (b))

“Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.”

Fees: \$25 up-front cost for research of records requested. \$0.25 per page of record requested.

() I am requesting a copy of a public record specifically identified as:

Date: _____ Signature: _____

Printed Name: _____

Address: _____

Phone: _____

To be completed by Salton Community Services District office

Estimated No. of Pages: _____ Estimated Cost: _____

Deposit/Fees Received: _____ Actual Cost: _____

() Copies to be mailed to requester: _____ Balance Due/Refund: _____

Date Promised: _____ Date Mailed/Picked Up: _____

Mailed By: _____ Picked Up By: _____

***Note: This form is not required for requests for copies of Statement of Economic Interest (G.C. 10080 or Campaign Statement.)**