



Serving the West Shores of the Fabulous Salton Sea

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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.)**