



## PROCEDURE FOR PUBLIC RECORDS REQUEST UNDER CALIFORNIA PUBLIC RECORDS ACT

The City Clerk, acting as Official Custodian of Records for the City of Indian Wells, will coordinate all public records requests.

When a review of City records is necessary before copies may be provided, arrangements will be made upon submission of a written request to the City Clerk. The request should specify which records are being requested for review and/or duplication, pursuant to the California Public Records Act, Government Code Sections 6250-6257.

The City Clerk's standard request form is intended for standard records requests that are easily and quickly accessed due to their specific nature, i.e., Resolutions, Minutes, agenzized staff reports, etc.

The standard request form is available through the City Clerk's office, at all the public counters at City Hall, and on the City's website, [www.cityofindianwells.org](http://www.cityofindianwells.org).

Please note requests too general in nature, I.e., "All files relating to..." may result in a delay pending further identification of the records.

Examples of information that may expedite the process:

- Name or title of the document, i.e., Resolution 2004-100, ALC No.4139
- An Address or property location
- Developer Name
- Date of Council/Planning Commission action

Records requested under the provisions of the Public Records Act may require staff's careful examination to ensure that the documentation provided is complete.

Once the written request has been received, the California Public Records Act allows a period of ten working days for the City to determine whether the request seeks disclosable records in the possession of the City (subject to an extension of not more than 14 days for good cause).



## REQUEST FOR COPIES OF PUBLIC RECORDS

I/We request a copy of public records specifically described as follows:

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I/We agree to pay the City of Indian Wells for copies of requested documents at the rate nineteen cents (\$.19) per page prior to delivery of requested documents. Pursuant to the Public Records Act, the City will inform you within ten (10) days whether your request seeks copies of disclosable public records in the possession of the City [California Government Code Section 6250, et. seq.].

Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. : \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_