



Morongo Valley
COMMUNITY SERVICES DISTRICT & FIRE DEPARTMENT

Public Records Request

Date Requested: _____

Date Required: _____

Each file or record needs to be recorded on separate forms.

This is a request to either review or obtain copies of public documentation pursuant to the California Public Records Act, Government Code Section 6250, et seq.

The requestor(s) wish to: _____ Review the following public records:

_____ Obtain copies of the following public records:

(List the documents needed with as much specificity as possible. They must be documents that already exist. You cannot ask the Morongo Valley Community Services District and Fire Department to create documents that do not exist, or to answer questions or perform calculations.) _____

Pursuant to the Government code S6256, the written response by the Morongo Valley Community Services District and Fire Department will be performed within ten days*. The undersigned agrees to pay the Morongo Valley Community Services District and Fire Department a fee per page at the rate of \$0.50 (fifty cents) pursuant to the Political Reform Act at the time of receipt.

Requestor Information:

Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Signature: _____ Date: _____

*The Morongo Valley Community Services District and Fire Department is not required to deliver copies of the documents to you within ten days; it is only required to let you know within the ten days whether The Morongo Valley Community Services District and Fire Department has the requested documents, whether they may be exempt from disclosure and if it will take longer than ten days to provide the public records.