



Town of Yucca Valley REQUEST FOR PUBLIC RECORD

I am requesting a copy of the following public record:

(Please provide detail of the information you are seeking, including any identifying information such as date range, address, APN, topic, etc.)

When will I receive my records?

All efforts will be made to assure any responsive records are delivered in a reasonable time frame according to the Public Records Act.

There is no specific deadline for delivery of records.

Pursuant to California G.C. § 6256, "Each agency, upon any request for a copy of records shall determine within 10 days after the receipt of such request whether to comply with the request and shall immediately notify the person making the request of such determination and the reasons therefore. If more than 10 days are needed to determine if your records request will be complied with, you will be notified per G.C. § 6253c advising that an extension is needed.

| | |
|--------------------------------------------------------------------------------------------------------------------------------|--|
| Name/Organization | |
| Mailing Address | |
| Phone Number | |
| Fax Number | |
| Email <small>(Records to be emailed if of reasonable file size)</small> | |
| Signature <i>I acknowledge that I may be charged \$0.10/page for copies related to this request. GC 6253.9(2)(b)</i> | |

(For Office Use Only)

| | |
|----------------------------------|---------------------------------------------------------------------------------------------|
| <i>Incoming</i> | <i>Outgoing</i> |
| Date Request Received: _____ | Number of Pages: _____ Cost: _____ (\$ 0.10/page) |
| Name of Receiving Staff: _____ | Requestor Notified: _____ |
| 10-Day Determination Date: _____ | Delivery Date: _____ |
| | Documents Delivered By: _____ |