

TOWN OF YUCCA VALLEY  
REQUEST FOR PUBLIC RECORD

Upon receipt of a request for Town records, the Town shall determine within 10 working days if the records are public and available within the Town's records system, and notify the citizen of such determination. (See California Public Records Act CCGC 6250-6261) for full text of this Act.)

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<u>Description of Document</u>	<u>Date</u>	<u>No. of Copies</u>	<u>No. of Pages</u>	<u>Charge</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Name/Organization Making Request: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

FOR OFFICE USE

Date/Time of Request \_\_\_\_\_ Due Date \_\_\_\_\_

Request Received by \_\_\_\_\_

Date Requestor Notified \_\_\_\_\_

Documents Pick-up Date \_\_\_\_\_

Documents Received by \_\_\_\_\_  
(Signature of Requestor)

Confirmed Receipt \_\_\_\_\_  
(Signature of Staff Member)