

COACHELLA VALLEY PUBLIC CEMETERY DISTRICT

PUBLIC RECORDS REQUEST FORM

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.”

I am requesting a public record(s) specifically identified as:

Please print clearly:

Date: _____

Name: _____

Email: _____

Phone: _____

Signature: _____

To be completed by District staff

Date Received: _____

Date Due: _____

Estimated # of pages _____

Actual # of pages _____

Estimated cost _____

Actual cost _____

Amount of Deposit _____

Amount due/refund _____

Additional Notes:
