

**CITY OF LA QUINTA**  
**CITY CLERK'S DEPARTMENT**  
78495 Calle Tampico, La Quinta, CA 92253  
Tel: (760)777 – 7148 | Fax: (760) 777 – 7107  
E-mail: Records@LaQuintaCA.gov

### REQUEST FOR PUBLIC RECORDS

(COMPLETION OF THIS DOCUMENT IS REQUESTED TO FACILITATE REQUESTS FOR RECORDS)

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ FAX: \_\_\_\_\_

COMPANY: \_\_\_\_\_

YOUR STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I wish  to view  to pay for copies of the following records:

**Please be as specific as possible about the type of records you are requesting (i.e. building permits, building plans, business license, etc); always include address, development name, and/or APN or property description, if applicable.**

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Your request will be processed in compliance with the California Public Records Act (Government Code Section 7920.000 *et seq.*), except with respect to public records exempt from disclosure. While it is the City's policy to respond to requests for public records as quickly as possible, the Public Records Act allows the City up to 10 days to determine whether the documents will be disclosed.

The City shall make records promptly available for *inspection* during regular business hours; however, if a request to *inspect* records entails numerous files and/or documents, the City reserves the right to set a date and time when the records will be made available for inspection.

**Official Use Only**

Statutory Date: \_\_\_\_\_ Department & Staff Member: \_\_\_\_\_  
Staff Member/ Date Records Provided: \_\_\_\_\_ Copy Cost: \_\_\_\_\_  
Notes: \_\_\_\_\_