

CITY OF RANCHO MIRAGE



CITY OF RANCHO MIRAGE  
REQUEST FOR PUBLIC RECORD

Upon receipt of a request for City records, the City shall determine within 10 days if the records are public and available within the City's records system, and notify the citizen of such determination. (See California Public Records Act (CGC 6250-6270) for full text of this Act.)

Name/Organization Making Request:

Address:

Email Address:  Telephone:

I prefer documents to be emailed to me if possible.  I prefer to pay for paper copies (see below).

**I/We agree to pay the City of Rancho Mirage at the rate of \$1.00 for the first page and .30¢ per page thereafter as listed above at the time of receipt by my representative. Other charges may be applicable based on City Council Resolution #94-39. These charges are payable in advance of preparation of said documents.**

**DESCRIPTION OF DOCUMENT AND / OR INFORMATION REQUESTED**

*(Development Name, Street Address, APN #, Business Name, Tract #, Parcel #, Lot #, Owner, Date Range etc.)*

**FOR OFFICE USE ONLY**

Attention:

Date/Time of Request  Due Date

Amount Due  Request Received By

*(Sign or type in name and give copy to citizen, give this request to Records Manager or Designee for Processing)*

**INSTRUCTIONS TO DEPARTMENT OR DIVISION:**

Attached is a [link](#) to documents you have stored in the Records that may be responsive to this request. Review the documents and identify any responsive records which should be added to this PRA along with any active records stored in your department. Please select from the drop down menu below the statement which most accurately describes this request.

Director/Designee  Date

**Please submit the completed request form to the City Clerk's Office in one of the following ways:**

- ***Hand Deliver to:*** Rancho Mirage City Hall - City Clerk's Office, 69-825 Highway 111, Rancho Mirage, CA 92270
- ***Mail to:*** City Clerk's Office, City of Rancho Mirage, 69-825 Highway 111, Rancho Mirage, CA 92270
- ***E-Mail to:*** [Records@RanchoMirageCA.gov](mailto:Records@RanchoMirageCA.gov)
- ***Fax to:*** (760) 324-8830