



Public Records Request Form



The California Public Records Act (Government Code §7920 et seq.) provides citizens with important rights to obtain access to records held by public agencies and the Desert Recreation District responds to requests in accordance with these requirements.

This request form may be mailed or submitted in person at the District's Administration Office, located at 45-305 Oasis Street, Indio, CA 92201. This form is also available electronically at www.myrecreationdistrict.com. Please submit electronic copies of this completed form to the District Clerk via email at cpatton@drd.us.com.

Name: _____

Address: _____

City, State _____

Zip _____

E-mail: _____

Phone: _____

Organization (if applicable): _____

Preferred Contact Method: ☐ Email ☐ Phone ☐ U.S. Mail

I would like to: ☐ Review Original Documents ☐ Obtain Copies (Fees Apply)
☐ Receive Electronic Copies Only

DESCRIPTION OF RECORDS REQUESTED *(Please be as specific as possible):*

INTERNAL USE ONLY

RECEIVED VIA: ☐ EMAIL ☐ U.S. MAIL ☐ COUNTER ☐ PHONE ☐ FAX ☐ OTHER _____

ASSIGNED TO: _____
Department(s) / Staff Member(s) Fulfilling Request

REQUIRES LEGAL REVIEW: ☐ YES ☐ NO **REVIEWED ON:** _____

DISPOSITION DATE: _____ ☐ FULFILLED ☐ PARTIALLY FULFILLED ☐ DENIED

REASON IF DENIED: _____