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**REQUEST FOR INSPECTION / COPIES OF PUBLIC RECORDS\***  
(Government Code Sec. 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. Upon request, an exact copy shall be provided unless impracticable to do so.” (Government Code Sec. 6253.b)

Request for a copy of public record identified below:

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

I would like to receive the public record identified above by the following method:  
(fees apply for certain delivery methods – see schedule of fees)

Pick-up    Fax    U.S. Mail    E-Mail    USB Drive    CD ROM

**OFFICE USE ONLY**

PAPER COPIES:

Estimated No. of Letter/Legal Size  
Pages: \_\_\_\_\_  
Estimated No. of Ledger Size (11x17")  
Pages: \_\_\_\_\_  
Estimated No. of Misc. Size (maps, etc)  
Pages: \_\_\_\_\_  
Estimated Total Cost: \_\_\_\_\_

ELECTRONIC COPIES:

USB Drive: \_\_\_\_\_  
CD ROM: \_\_\_\_\_  
E-Mail: No Charge

DELIVERY METHOD:

Pick-up: No Charge  
E-Mail: No Charge  
U.S. Mail: \_\_\_\_\_  
U.S. Mail Certified: \_\_\_\_\_

DATE PROMISED: \_\_\_\_\_

PICKED UP/MAILED ON: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

PICKED UP/MAILED BY: \_\_\_\_\_