



Phelan Piñon Hills Community Services District

4176 Warbler Road • P. O. Box 294049 • Phelan, CA 92329-4049 • (760) 868-1212 Fax (760) 868-2323

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:

Name: _____ Date: _____
(Date must be filled in)

Address: _____

E-mail Address: _____

Phone: _____ Fax No.: _____

Copies to be: Picked-up Mailed Fax E-mail

To be completed by District:

Estimated No. of Pages _____	Actual cost _____	Account # _____
Estimated Cost _____ (8.5 x 11 & 8.5 x 14)	Postage (if mailed) _____	
\$1.00 1 st page/ \$0.25 thereafter	Total Cost _____	
(11 x 17)		
\$1.00 1 st page/ \$0.30 thereafter		

Date Promised: _____ Date Mailed/Picked Up: _____

Date Mailed: _____ Picked Up By: _____