



## PUBLIC RECORDS REQUEST

Please complete the following information in order to process your request for public records.

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

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

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

Phone Number: \_\_\_\_\_

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

Please describe the records you are seeking and specify if you would like to inspect the documents or you would like a copy of the documents. Please be as specific as possible and include the type of records, the date(s) or date range for the records, if possible, and other identifying information.

Inspect     Copy

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### **IMPORTANT INFORMATION**

The California Public Records Act (Act), Government Code 6250-6276.48, requires a public agency to make existing disclosable public records available for inspection and/or copying. You will be notified *within ten days of the receipt of the request* whether SunLine Transit Agency has disclosable public records. In some instances, the time may be extended by written notice if additional time is required to search for and collect the requested information. The Act does not require SunLine to create records or compile lists that do not already exist to satisfy a request for records.

**RETURN TO:** Clerk of the Board

**Email Address:** [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org)

**Mailing Address:** 32505 Harry Oliver Trail, Thousand Palms, CA 92276