Palomar Community College District
Public Records Request

Person requesting information:

Name _____

Phone _____

Address _____

I would like to INSPECT or OBTAIN COPIES of the following document(s):

_____

_____

_____

_____

_____

Period of time: FROM_____ TO _____

Please note that some records may not be available for review because they are confidential pursuant to the Public Records Act, or other statutes. The District is not required to create documents that do not already exist. You will be notified within 10 calendar days of your request if the District can grant your request. If a request to inspect records includes numerous files and/or documents, the District reserves the right to set a date and specific time when the documents will be available for inspection. Copies may be requested and will be provided within a reasonable amount of time.

Official Use Only

Date of Request:_____ Date Available:_____
Date Provided:_____ Copy fee:_____ Initials:_____

Palomar Community College District, 1140 W Mission Road, San Marcos, CA 92069