



Mt. San Jacinto College
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<u>Official Use Only</u>	
Date of Request:	_____
Date Available:	_____
Date Provided:	_____
Copy fee:	_____
Initials:	_____

Request for Inspection or Copies of Public Records

Please note that some records are not available for review because they are confidential pursuant to the Public Records Act or other statutes. In addition, the district is not required to create documents that do not already exist. You will be notified within 10 calendar days of your request whether MSJC can grant your request.

If a request to inspect records includes numerous files and/or documents, MSJC 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. Pursuant to the Public Records Act, the requestor will be notified in writing if additional time will be necessary to produce the requested information. College staff will provide a date and time when the documents will be ready. All document duplication fees are due and payable in full and are based on the current fee schedule of 20 cents per copy once the request reaches 20 pages or more, and \$5.00 per DVD.

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 be specific with your request!