

City of El Centro
1275 Main St.
(760) 337-4508
Fax: (760) 337-2319

No. _____

**City of El Centro
Building and Safety Department
PUBLIC RECORDS REQUEST**

Date of Request: _____

Name of Requestor (optional) _____

Address (optional) _____

Telephone (optional) _____

Records Description:

Subject / Title	Date	Type of Record
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Needed: _____

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Time Spent Researching / Locating Documents: _____		
Date Mailed / Delivered / Picked up _____	Finance Coding: _____	
Paid Cash ____ Check ____		