



MORONGO BASIN HEALTHCARE DISTRICT

6530 La Contenta Road, Suite 100, Yucca Valley California 92284 | 760.820.9229

REQUEST FOR PUBLIC RECORDS

Morongo Basin Healthcare District encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents that are exempt from disclosure by express provision of law or considered confidential or privileged under the law.

The District has ten days to respond to any request for a copy of public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. You may be notified within the ten-day period that additional time is necessary.

To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review. If you do not know the precise identification of the document, please describe its contents as clearly as possible. Unless otherwise requested, the materials will be emailed as a pdf file. Minutes of Board of Directors meetings, annual budget and audits are available at [MBHDDistrict.org / Meetings_and_Minutes.php](http://MBHDDistrict.org/Meetings_and_Minutes.php).

Please forward this completed form to kgraley@MBHDDistrict.org or mail to:
Board Clerk, Morongo Basin Healthcare District, 6530 La Contenta Road #100, Yucca Valley CA 92284.

Your Name: _____ Phone: _____

Name of organization: _____

Email address: _____

Record or document requested

REQUEST FOR PHYSICAL COPIES: I request _____ paper-copies of the documents at 10-cents per page.
 I will pick up the documents from the District office. Please mail the documents to the following location.

Mailing address _____

Signature of requesting party		Date	
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DISTRICT USE ONLY

Is written authorization required? Yes No If so, has written authorization been received? Yes No

Status of requested records:

- Request denied. Notification made on _____
- Request fulfilled by email US Mail on _____