

**CITY OF LA QUINTA**  
**CITY CLERK'S DEPARTMENT**  
 78495 Calle Tampico, La Quinta, CA 92253 Tel:  
 (760)777 – 7091 | Fax: (760) 777 – 7107  
 E-mail: [Records@LaQuintaCA.gov](mailto:Records@LaQuintaCA.gov)

## REQUEST FOR PUBLIC RECORDS - TRAFFIC CAMERA FOOTAGE

*(COMPLETION OF THIS DOCUMENT IS REQUESTED TO FACILITATE REQUESTS FOR RECORDS)*

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ FAX: \_\_\_\_\_

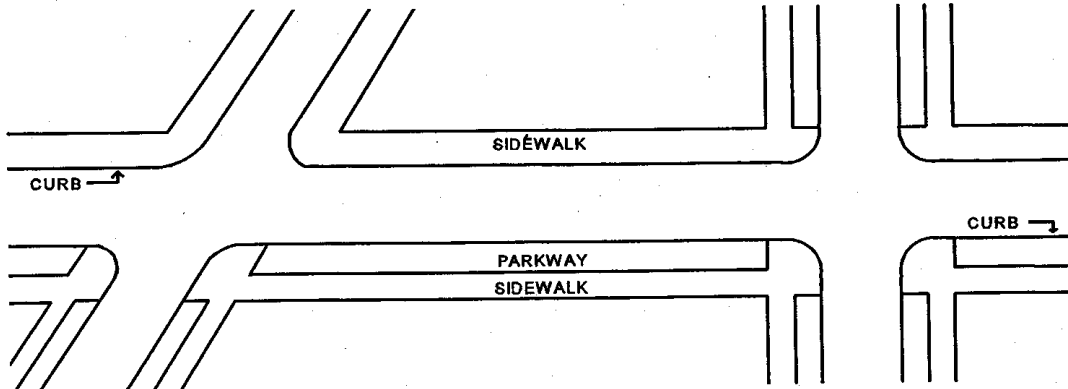
COMPANY: \_\_\_\_\_

YOUR STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Please use the diagram provided to indicate street names and direction of travel for all parties involved.**



DATE & TIME OF INCIDENT  
 (30. MIN WINDOW): \_\_\_\_\_

PLEASE IDENTIFY ALL VEHICLES /MOTORCYCLES/  
 BICYCLES/ETC. INVOLVED, WITH AS MUCH  
 INFORMATION AS POSSIBLE (MAKE, MODEL, COLOR): \_\_\_\_\_

ANY ADDITIONAL INFORMATION YOU BELIEVE WILL  
 BE HELPFUL IN IDENTIFYING THE TRAFFIC CAMERA  
 FOOTAGE YOU ARE SEEKING: \_\_\_\_\_

*Please note: if there is an open police report/investigation, the records may not be available to you through the City of La Quinta. You may be advised to contact the Riverside County Sheriff's Department for further information.*

Your request will be processed in compliance with the California Public Records Act (Government Code Section 7920.000 *et seq.*), except with respect to public records exempt from disclosure. While it is the City's policy to respond to requests for public records as quickly as possible, the Public Records Act allows the City up to 10 days to determine whether the documents will be disclosed.

The City shall make records promptly available for *inspection* during regular business hours; however, if a request to *inspect* records entails numerous files and/or documents, the City reserves the right to set a date and time when the records will be made available for inspection.