

***SAMPLE CALIFORNIA PUBLIC RECORDS REQUEST LETTER***

Date

Name and Title (of the official with custody of the records)

Name of Agency

Address

Re: Public Records Act Request

Dear: \_\_\_\_\_,

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I ask to (inspect/obtain) a copy of the following, which I understand to be held by your agency:

(Describe the records as precisely as possible, including the designation of any forms or reports with titles, the date or dates if relevant, the author and addresses if the item is a letter or memo, etc. If the record is referred to in another document or published report and will help to attach a copy of that reference, do so.)

I ask for a determination on this request within 10 days of your receipt of it, and an even prompter reply if you can make a determination without having to review the record [s] in question.

If you determine that any or all of the information qualifies for an exemption from disclosure, I ask that you note whether, as is normally the case under the Act, the exemption is

discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some but not all of the information is exempt from disclosure and you intend to withhold it, I ask that you redact the exempt portion [s] for the time being and make the rest available as requested.

If I can provide any clarification that will help expedite your attention to my request, please contact me at (provide telephone or fax number, cell phone number, etc.). I ask that you notify me of any duplication costs exceeding \$xx before you duplicate the records so that I may decide which records I want copied.

Thank you for your time and attention to this matter.

Sincerely,

s/ \_\_\_\_\_