



## **GUIDANCE FOR REQUESTS UNDER CALIFORNIA PUBLIC RECORDS ACT (Government Code section 7920.000 et seq.)**

The California Public Records Act, while protecting individuals' rights to privacy, provides that access to information concerning the conduct of the people's business is a fundamental and necessary right to every person in this State. By law, we provide public access to our public records unless they are exempt from disclosure.

### **How to Request Public Records**

A request to view our records may be made in person, by mail, or by fax. Our regular office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m., except holidays. Phone: (916) 228-2652

#### **View in person**

Contact us to schedule an appointment so we can locate and prepare the information for you.

#### **Request by fax or mail**

When writing to us, describe the records you are seeking. Send your request by fax to (916) 228-2233 or by mail to the following address:

Sacramento County Office of Education  
ATTN: Legal Office  
P.O. Box 269003  
Sacramento, CA 95826-9003

Within 10 days of receiving your request, we will send a confirmation telling you when we expect to provide the requested records.

### **Fees for Copies**

We charge a fee of 25 cents per page and \$25.00 per CD for audio copies.

### **Exemptions**

We are exempt from disclosing certain records or portions of records. (For example, Government Code sections 7922.000, 7927.705, and 7930.100-7930.215)

Below is a partial list of exempt documents:

- Preliminary drafts of intra-agency memoranda not retained by us in the normal course of business
- Records pertaining to pending litigation
- Student, personnel, medical, or similar files
- Records exempt from disclosure under state or federal law

### **Written Response**

You will receive a written response if your request contains information that is exempt from disclosure.