

GUIDANCE FOR REQUESTS UNDER THE CALIFORNIA PUBLIC RECORDS ACT (Government Code section 6250 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.

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
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.
(Government Code section 6254)

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.