

**PUBLIC RECORDS ACT REQUEST**

ADM-3003 (REV 10/2001)

**Instructions:**

1. This form is used only for those requests for public records which are made pursuant to the California Public Records Act (Government Code sec. 6250 et seq.). Requests for personal information concerning employees, agents, or customers of the Department are subject to the Information Practices Act, (Civil Code sec. 1798 et seq.) and should be submitted on form ADM-0028 (Record Disclosure Request).
2. Use of this form is voluntary. Public Records Act Requests may be submitted in person, by letter, email, fax or telephone. If such an alternate method has been used, this form should be completed by the person responding to the request and the original request attached.
3. Copies of records may be provided to the requestor after reproduction costs have been paid. Instructions for determining cost and for making payment are on the reverse. Costs of ten dollars (\$10) or less are customarily waived unless the request is one of several by the same person.

**REQUESTED BY**

NAME (typed or printed)

TELEPHONE (optional)

ADDRESS

CITY

STATE

ZIP CODE

REQUESTOR'S SIGNATURE

DATE

**DESCRIPTION OF MATERIAL REQUESTED** *(Please be as specific as possible. General descriptions and broad requests such as "all documents relating to Interstate 5" will cause uncertainty and delay the processing of your request. Please indicate dates and location of material if known. Attach extra sheet if necessary).*

**For Department Use Only:****Office/Employee Responding**

Name

Office

Phone

Date received

Date of Response

Date Completed

Log No.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, Sacramento, CA 95814.

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**FOR DEPARTMENT USE ONLY**

*(If requester wants copies, use the space below for charges)*

RECORD SERIES	DATE OF DISCLOSURE
BUSINESS ADDRESS	BUSINESS PHONE
INFORMATION DISCLOSED	
PURPOSE OF DISCLOSURE	
NAME <i>(Authorized Person Releasing Information) (Please Print)</i>	DISTRICT/DIVISION/OFFICE
AUTHORIZED PERSON <i>(Signature)</i>	DATE

**RETENTION OF DISCLOSURE**

According to state law, each agency shall retain this form for at least three (3) years after disclosure for which the accounting is made, or until the record is destroyed, whichever is shorter. California Civil Code (IPA § 1798.27).

**DEFINITIONS AS USED OF THIS FORM**

**Disclose** - means to disclose, release, transfer, disseminate, or otherwise communicate all or any part of any record orally, in writing, or by electronic or any other means to any person or entity.

**Public Records** - includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

**Personal Information** - means any information that is maintained by an agency that identifies or describes an individual.

**NOTE:** There are exemptions to disclosures in Public & Personal Records. If you are not sure, check with Legal.

**COPY COST AND COLLECTION**

The requester should pay the appropriate fee, if any, to the Cashier's Unit. Records can be released upon proof of receipt of payment. Refer to the Public Access To Department Records and Personal Information Guidelines (Attachment C) for guidance Prices are subject to change without notice. Contact the Reprographics Unit or Microfilm Unit for the latest rates.

*The Cashiers Unit (counter) is located at 1820 Alhambra Blvd., 2nd floor.*

DESCRIPTION	QUANTITY	COST PER UNIT	SUBTOTAL
PERSONAL RECORDS <i>(Any Size Paper)</i>		\$ .10 Per Page	\$
<b>PUBLIC RECORDS</b>			
8.5" x 14" OR SMALLER, 20# COPIES		\$ .10 Per Page	\$
11" x 17" REDUCED DRAWINGS (C Size)		\$ .10 Per Page	\$
Size:		\$	\$
<b>ENGINEERING (C-E SIZE)</b>			
20# BOND Size:		\$ .05 Square Foot	\$
VELLUM Size:		\$ .08 Square Foot	\$
BLUELINES Size:		\$ .05 Square Foot	\$
Size:		\$	\$
<b>MICROFILM</b>			
APERTURE CARDS COPIES		\$ .25 Each Card	\$
COPIES MADE FROM MICROFILM Size: 11" X 17"		\$ 1.00 Per Sheet	\$
Size: 24" X 36"		\$ 3.00 Per Sheet	\$
<b>PUBLICATIONS &amp; CONTRACTOR'S PAYROLL RECORDS</b>	<b>SPECIAL RATES</b>	<b>CHECK THE GUIDELINES</b>	<b>\$</b>
PLEASE PAY TOTAL → →			<b>\$</b>
CHECK/RECEIPT NUMBER:	AMOUNT PAID:		