

Date

(example)

Suzanne Galindo
Executive Assistant to General Counsel
Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301
sgalindo@kccd.edu

RE: Public Records Act Request

Dear Ms. Galindo,

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 record as precisely as possible, including the designation of any forms or reports with titles, the date or dates if relevant, the author and addressee if the item is a letter or memo, etc. If the record is referred to in another document or published report and it 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 that 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 you to 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 I can provide any clarification that will help expedite your attention to my request, please contact me at (provide phone or fax number, email, etc.). I ask that you notify me of any duplication costs exceeding \$ before you duplicate the records so that I may decide which records I want copied.

VTY,

Signed