



MURROC JOINT UNIFIED SCHOOL DISTRICT

17100 FOOTHILL AVENUE
NORTH EDWARDS, CA 93523
PHONE: 760-769-4821 ♦ FAX: 760-769-1011

PUBLIC RECORDS REQUEST FORM

Please complete the form below to request public records under the California Public Records Act (Government Code Section §6250 et.seq.)

I hereby request reproduction of the following records and understand that there may be fees incurred in the reproduction of the information.

DATE OF REQUEST: _____

NAME/ORGANIZATION: (Please Print) _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

REQUESTED RECORDS: (If you require additional space, attach additional sheets to this request)

Do you prefer paper or electronic documents? Paper Electronic
(The District reserves the right to choose the format in which documents are provided)

SIGNATURE: _____ DATE: _____

Requests may be submitted by mail, fax, or in person:

Muroc Joint Unified School District
Kevin D. Cordes, Superintendent
17100 Foothill Avenue
North Edwards, CA 93523
Fax: 760-769-1011

A response will be sent to you within ten business days of receipt of your request. Per Government Code §6253, paper copies may require a fee of \$0.10 per single-sided and \$0.15 per double-sided pages. Electronic copies may require a fee to recover costs of extraction, compilation, or programming. All payments are due at the time copies are provided.

PLEASE NOTE: The California Public Records Act applies to writings in District files "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." The District will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or another legal reason prevents the documents from being disclosed to the public.

In enacting the California Public Records Act, the State Legislature declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

"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. "Writing" means any recording upon any form of communication or representation including tapes, photos, films, magnetic mediums, discs, drums or other documents.

According to Government Code §6254, nothing in the Public Records Act shall be construed to require Muroc Joint Unified School District to disclose exempt records including:

Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. Record disclosures of which is exempt or prohibited pursuant to provisions of federal or state laws.

Any person may inspect or receive copies of any identifiable public record upon request. The records shall be made promptly available upon payment of a fee covering the direct cost of duplication, or a statutory fee, if applicable. An exact copy shall be provided unless impracticable to do so. Computer data will be provided in a form determined by the Muroc Joint Unified School District.

According to Government Code §6253, upon a request for a copy of records, a determination shall be made by the Superintendent's Office within 10 days after receipt of such request whether to comply with the request. The Superintendent's Office will immediately notify the person making the request of that determination and the reasons therefore. In unusual circumstances the time limit may be extended by written notice of the Superintendent setting forth the reasons for the extension and the estimated date and time when the records will be made available. This extension will not exceed an additional 14 days.

Pursuant to Government Code §6253.4 the Superintendent sets the following procedures: Any person who wishes to inspect a public record must present his or her request to the Superintendent's Office on this public information request form. The request may be provided in person, by mail, or fax. The requestor must identify the requested records by providing a detailed description and the approximate date of the records. Pursuant to §6253(a), any reasonably segregable portion of a record will be made available for inspection after deletion of the portions that are exempted by law.

Records may only be reviewed in a designated area one file at a time. No purses, briefcases, bags, binders, or other items will be allowed in the record review area that would allow concealment of removed records. **No record may be removed from the office.** The requestor will be allowed to have one paper pad and writing utensil with them when reviewing records. Records shall not be marked, highlighted, creased, folded, or otherwise defaced in any way. Records shall remain in their original order and grouping, whether loose, stapled, or bound. The requestor may obtain a copy of a specific identifiable public record, which is subject to disclosure. A reproduction charge will be assessed prior to production of the requested records based upon the amount of material requested and the District's current fee schedule.