



PUBLIC RECORDS REQUEST FORM

Attention Requestor

To expedite your request for public records, please complete this form with as much detail as possible and specifically identify the type of records you are requesting. Additional pages may be used for records not identified on this form. Requests should reasonably describe identifiable records prepared, owned, used, or retained by the Sacramento County Office of Education (SCOPE).

Upon a request for a copy of records, SCOPE shall, within 10 days from receipt of the request, determine whether the request seeks copies of disclosable public records in the possession of SCOPE. Please note that SCOPE is not required by law to create a new record or list from an existing record.

If you are requesting the opportunity to inspect records stored at SCOPE, notify us in advance so we can locate documents responsive to your request and have them available when you arrive.

Your Information

Requestor's Name: _____ Today's Date: _____

Company/Agency: _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Documents Requested Information

Start Date: _____ End Date: _____

Description of Records Requested:

Direct Cost of Duplication:

- \$.25 per page for paper copies (first 10 pages are free)
- \$25.00 per CD for audio copies

Advance payment made payable to SCOE is requested prior to duplication.

Payment may be sent to:
Sacramento County Office of Education
ATTN: Legal Office
PO Box 269003
Sacramento, CA 95826-9003

Method of Request (Select One):

I wish to inspect the requested records, where applicable, at no charge. No copies are to be produced at this time.

I would like to receive the requested records electronically.

I would like copies of the requested records. Documents will not be copied until payment has been received. I agree to submit payment by check or money order made payable to SCOE upon notification of the page count and direct cost of duplication of the requested records. (Government Code section 7922.530(a).)

Signature of Requestor