

Public Records Requests

The purpose of the California Public Records Act (“Act”), Government Code §6250 et. seq., is to provide the public with greater access to information about how SDRMA conducts its public business.

In accordance with the Act, SDRMA provides access to public records, except those exempt from disclosure by law. Under the Act you are entitled to copies of identifiable, non-exempt public records (Government Code §6253). The Act requires SDRMA to provide access to, or copies of, records responsive to your request that are in its possession, subject to certain exceptions, pursuant to Government Code §6254, et seq. (see links below). The Act does not require SDRMA to provide information, answer questions, or create records that do not exist.

How Do I Request Public Records?

Although a written request is not required, a clear description of the records you seek including dates, subjects, and titles helps SDRMA staff respond timely to your request. You are not required to provide your name, address or reason for the request; however, providing current contact information (e.g. telephone number, email or mailing address) allows SDRMA staff to reach you when records are available for review, and/or if there is a question in regard to your request.

You may request public records:

- **Online:** Complete the **Public Records Request Form** via this website and submit via email to info@sdrma.org or by fax to (916) 231-4111.
- **By email:** In an email addressed to info@sdrma.org, simply provide a description of the records or information you seek. You DO NOT need to complete a form in addition to the email.
- **By phone:** Please call (916) 231-4141; let us know you seek a public record and indicate what information you request. If you reach voicemail, please provide your name and call back number in case we need to clarify your request.
- **By US Mail:** Complete the **Public Records Request Form**, print and sign, and mail to: SDRMA, Clerk of the Board, 1112 I Street, Suite 300, Sacramento, CA 95814.
- **In person:** Paper forms are available in the Clerk’s office.

If you have a disability that requires alternative access, please notify the SDRMA Clerk of the Board at the time of your request so we may provide timely accommodation.

For more information about how to make or submit a request, or for questions not addressed here, please contact the SDRMA Clerk of the Board at (916) 231-4141.



Cost to Request Records

There is no cost to request disclosable public records or to examine them at SDRMA's offices in downtown Sacramento. Alternatively, records may be emailed to the requestor in a PDF format or other desired format (if available) at no cost. Copies of any requested records will be invoiced at a cost of \$0.10 for each page copied, or at the cost charged by an outside vendor for reproduction of the records. The total cost for photocopies (including copies generated by microfilm) of identifiable public records must be agreed upon between the requestor and SDRMA prior to duplication, and payment of fees made before copies of records are released.

Inspection or Collection of Records

Pursuant to the Act, SDRMA has 10 calendar days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in SDRMA's possession and to notify the requestor of that determination.

If SDRMA determines disclosable public records exist, the records will be made available promptly and as soon as reasonably practicable. Records may be reviewed at SDRMA's offices during regular business hours of 7:30 a.m. to 4:30 p.m., Monday through Friday (closed on holidays).

In unusual circumstances, the 10-day time limit may be extended up to 14 calendar days if the request requires additional research to identify and locate records, or if the records responsive to the request are voluminous. The Clerk must provide written notice to the requestor by no later than the tenth day, setting forth the reason for the time extension as required by the Act (Government Code §6253).

Additional Resources:

["A Pocket Guide to the California Public Records Act"](#) provided by The First Amendment Project

California Government Code Chapter 3.5: Inspection of Public Records

[Article 1: General Provisions: § 6250 - § 6270.](#)

[Article 2: Other Exemptions from Disclosure: § 6275 - § 6276.48.](#)



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
PUBLIC RECORDS REQUEST FORM

The California Public Records Act (Government Code 6250, et seq.) was enacted to ensure public access to public records. This form will enable Authority staff to fulfill your request accurately and efficiently. You will be charged the direct cost of duplication, as set forth in Board Policy 2013-07 Governing Record Inspection. Documents will not be copied until payment has been received.

To expedite your request for Authority records, please identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the Authority. The Authority is not required by law to create a new record or list from an existing record.

Name: _____ Date of Request: _____

Contact Preference (please circle) email phone fax in person U.S. Mail

Phone/Fax: _____ Email _____

Address: _____

Full description of document(s). Please be as specific as possible and include date(s), if known (if necessary, add additional pages).

YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.

Within 10 days from receipt of the request, the Authority will determine whether the request, in whole or in part, seeks copies of disclosable public records and will promptly notify the person making the request of the determination and the reasons therefore. As permitted by law, in unusual circumstances, the time limit to respond may be extended. "Unusual circumstances" means: 1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request; 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination; or 4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

Signature of Requester _____ Date _____

Submit completed request forms via email at info@sdrma.org; via fax to (916) 231-4111, or via U.S. Mail to SDRMA, attention Board Clerk, 1112 I Street, Suite 300, Sacramento, California 95814