

Date: XXXX

Public Records Act Request

(first last name)

I am requesting access to records in possession or control of the [insert government entity] for the purposes of inspection pursuant to the California Public Records Act, California Government Code § 6250 et seq. (“CPRA”), and Article I, § 3(b) of the California Constitution. The specific records I seek to inspect are listed below. As used herein, “Record” includes “Public Records” and “Writings” as those terms are defined in Government Code § 6252(e) & (g). I request an electronic copy or, in the alternative, the website location (URL) of the documents listed below:

- Citizens’ Bond Oversight Committee (CBOC) Annual Report issued during 2021 required by Education Code Section 15280(b).
- Proposition 39 Financial Audit Report for the year ended June 30, 2021.
- Proposition 39 Performance Audit Report for the year ended June 30, 2021.
- CBOC agenda packets 2021.
- CBOC minutes 2021.
- Board Policy Citizens’ Bond Oversight Committee.
- CBOC Bylaws approved by the CBOC.
- CBOC Independent Legal Counsel Agreement.
- CBOC website address (URL).

Attached is an Excel worksheet that could be used to send these documents to me.

If you contend that any portion of the records requested is exempt from disclosure by express provisions of law, Government Code § 6253(a) requires segregation and redaction of that material in order that the remainder of the records may be released. If you contend that any express provision of law exists to exempt from disclosure all or a portion of the records I have requested, Government Code § 6253(c) requires that you notify me of the reasons for the determination not later than 10 days from your receipt of this request. Government Code §§ 6253(d) & 6255(b) require that any response to this request that includes a determination that the request is denied, in whole or in part, must be in writing and include the name and title of the person(s) responsible for the City’s response.

Government Code § 6253(d) prohibits the use of the 10-day period or any provisions of the CPRA or any other law “to delay access for purposes of inspecting public records.”

In responding to this request, please keep in mind that Article 1, § 3(b)(2) of the California Constitution expressly requires you to broadly construe all provisions that further the public's right of access and apply any limitations on access as narrowly as possible.

If I can provide any clarification that will help expedite your attention to my request, please contact me at XXX_XXX_XXXX or email: XXXXXXXX pursuant to Government Code § 6253.1.