



PUBLIC RECORDS REQUEST FORM

To facilitate processing your Public Records Act request, we encourage you to use this form. Once all information requested has been completed, please scan and email to:

PRA@sweetwaterschools.org

Date:

Name:

Company/Organization:

Address:

Street Address

City, State, Zip Code

Email:

Phone Number:

PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT (GOVERNMENT CODE §6250 ET SEQ), YOU WILL BE NOTIFIED WITHIN 10-DAYS OF THE STATUS OF YOUR REQUEST.

To expedite your request and to eliminate opportunities for error, please complete this form with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the Sweetwater Union High School District. If you need assistance with identifying a specific type of records, please call our office and we'll be happy to assist (Government Code §6253.1).

(Please make your request as specific as you can and provide as much detailed information as possible including: dates of records, specific keywords to search, designation of any forms or reports with titles, the author if the item is a letter or memo or email, case or bid numbers etc. If the record is referred to in another document or published report and will help to attach a copy of that reference, do so. Please attach additional pages if needed).

Record(s) Description:

Time Period of Record(s) Requested *(if applicable)*: **From:** _____ **To:** _____

Pursuant to my rights under the California Public Records Act (Govt. Code §6250 et. Seq), I ask to obtain a copy of the following which I understand to be held by Sweetwater Union High School District: