

The California State Legislature adopted the Public Records Act in 1975. It is designed to give the public access to information in possession of public agencies. The Act also provides that public records shall be open for inspection during regular office hours of the agency. The public can inspect any record unless the record is exempted from disclosure under the act.

### **How do I make a Public Records request?**

All requests for public records should be directed to Administrative Services Manager. Please include in your request:

- Your name.
- Your contact information (including phone number, postal address, and email address).
- A detailed description of the information you are seeking.
- If you would like the information mailed to an address that is different from your contact information, please give the postal address of where you would like the materials sent.

Requests may be sent to the Administrative Serviced Manager, 308 Reed Boulevard, Mill Valley, CA 94941, or email [info@smfd.org](mailto:info@smfd.org)

### **Who can initiate a Public Records request?**

Anyone may initiate a request for public records.

### **What type of information can I request?**

Public Records requests may be used to obtain "agency records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the Southern Marin Fire District and are, at the time the request is filed, in the District's possession and control.

### **How soon must the agency respond to my request?**

Under the Public Records Act, Southern Marin Fire District has ten (10) days in to respond to a records request.

### **How much will I be charged for my request? KEEP OR NOT?**

Fees for copies are twenty-five cents per page, unless the requested document has an established statutory fee. The cost of CDs and audio tapes will vary depending on the specific request.

### **When may public records be inspected?**

Public records are open to inspection during regular business hours. To make an appointment with the Administrative Services Manager, please call 415-388-8182. District headquarter is located at 308 Reed Boulevard, Mill Valley, CA 94941.

## SAMPLE LETTER FOR PUBLIC RECORDS REQUEST

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

Administrative Services Manager  
Southern Marin Fire  
308 Reed Boulevard  
Mill Valley, California 94941

Dear Custodian of Records,

Under the California Public Records Act § 6250 et seq., I am requesting an opportunity to inspect or obtain copies of public records that **[Describe the records or information sought with enough detail for the public agency to respond. Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking.]**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$\_\_\_\_\_. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of \_\_\_\_\_ **[Here, you can identify yourself as a representative of the news media if applicable and state that your request is related to news gathering purposes.]** This information is not being sought for commercial purposes.

The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Address]  
[Your Phone number]