REQUEST FOR PUBLIC INFORMATION

The California Public Records Act recognizes that every individual has a fundamental and necessary right to access information concerning the conduct of the public’s business. LACOE takes seriously its obligation to support the law’s intent and to respond in a cooperative and helpful way to public records requests.

While LACOE encourages members of the public to put records requests in writing, it is not required. This form may be used to document verbal requests for public records.

Date: __________________________

Name of LACOE staff taking request: ________________________________

Name of requester: ______________________________________________

Address*: ______________________________________________________

Phone*: ________________________________________________________

E-mail*: _________________________________________________________

Description of item(s) requested:

Note:
If LACOE possesses the requested records, they will be made available for physical inspection in the Office during regular business hours. Documents may not leave the premises. If the requester needs photocopies, LACOE’s cost recovery rate is 15 cents per side for an 8.5x11 or 8.5x14 page and 30 cents per side for an 11x17 page.

*The requester does not have to provide address, phone or e-mail, but such contact information will help expedite the request.