



GUIDANCE FOR REQUESTS UNDER CALIFORNIA PUBLIC RECORDS ACT GOVERNMENT CODE SECTION 7920.000 ET SEQ.

The California Public Records Act, while protecting individuals' rights to privacy, provides that access to information concerning the conduct of the people's business is a fundamental and necessary right to every person in this State. By law, we provide public access to our public records unless they are exempt from disclosure.

How to Request Public Records

A request to inspect records may be made in person, by mail, or via e-mail. Our regular office hours are Monday-Friday, 8:00 a.m. to 4:30 p.m., except holidays.

View in person

Schedule an appointment to ensure the information is ready for review upon your arrival. Appointments can be scheduled by phone (916) 228-2652 or email us at legal@scoe.net.

Request by e-mail or mail

When writing to us, specify the records you are seeking. Send your request by e-mail to legal@scoe.net or by mail to the following address:

Sacramento County Office of Education
ATTN: Legal Office
P.O. Box 269003
Sacramento, CA 95826-9003

Within 10 days of receiving your request, we will send you confirmation of when we expect to provide the requested records.

Fees for Copies

We charge a fee of \$0.25 cents per page and \$10 to \$60 (dependent on file size) for audio copies.

Exemptions

We are exempt from disclosing certain records or portions of records. (For example, Government Code sections 7922.000, 7927.705, and 7930.100-7930.215)

Below is a partial list of exempt documents:

- Preliminary drafts of intra-agency memoranda not retained by us in the normal course of business
- Records pertaining to pending litigation
- Student, personnel, medical, or similar files
- Records exempt from disclosure under state or federal law

Former employees may request access to their own personnel records by e-mail to personnel@scoe.net. These requests are processed within 30 days of receipt under Labor Code section 1198.5.