



REQUESTING PUBLIC RECORDS

This outlines the procedure for requesting, processing, and providing access to public records as required by the California Public Records Act ([Government Code 7922.500-7922.725](#)). Public records are any writing that contains information related to the conduct of the public's business which is prepared, owned, used, or retained by the California Correctional and Rehabilitation Authority (CALCTRA) regardless of physical form or characteristics.

1. Requesting Public Records

Record requests can be made verbally or in writing. Providing a written request for public records is not required but is encouraged to ensure CALCTRA has the information it needs to provide the public with the correct records as quickly as possible. Requests should include enough information to assist CALCTRA in identifying the records requested, such as date ranges, specific documents, or keywords.

Requests may be submitted to one of the following:

Email: pra@CALCTRA.ca.gov

Mail: Public Records Act Coordinator
California Correctional Rehabilitation Authority
560 E. Natoma Street
Folsom, CA 95630

2. CALCTRA Responsibilities

- **Acknowledgment:** CALCTRA will acknowledge receipt of the request within 10 calendar days informing the requestor if the records requested are disclosable and, if so, when the records will be made available.
- **Extension:** CALCTRA may extend this period by an additional 14 calendar days in cases of very large record requests, the need for consultation, the need to compile data, or if records are located off-site.

- **Exemptions:** If records are exempt from disclosure, CALCTRA will provide an explanation in the acknowledgment detailing the specific exemption under the California Public Records Act (CPRA).

3. Fees

- **Physical Copies:** CALCTRA will charge a \$0.12 per page fee plus postage for the cost of duplicating records.
- **Electronic Records:** CALCTRA will charge the current cost to CALCTRA, of each USB flash drive and postage, to compile records electronically.
- **Payment:** Payment must be received by CALCTRA prior to the delivery of requested records.

4. Exemptions

Certain records are exempt from disclosure under the CPRA, including but not limited to:

- Personnel records, medical records, or other information where disclosure would constitute an unwarranted invasion of personal privacy.
- Records related to pending litigation involving CALCTRA.
- Trade secrets or proprietary information.

5. Inspection of Records

- **Availability:** Records are available for inspection during CALCTRA's normal business hours.
- **Supervision:** Original records will remain under the supervision of CALCTRA staff during inspection.