

PUBLIC RECORDS ACT REQUEST

ADM-3003 (REV 10/2001)

Instructions:

1. This form is used only for those requests for public records which are made pursuant to the California Public Records Act (Government Code sec. 6250 et seq.). Requests for personal information concerning employees, agents, or customers of the Department are subject to the Information Practices Act, (Civil Code sec. 1798 et seq.) and should be submitted on form ADM-0028 (Record Disclosure Request).
2. Use of this form is voluntary. Public Records Act Requests may be submitted in person, by letter, email, fax or telephone. If such an alternate method has been used, this form should be completed by the person responding to the request and the original request attached.
3. Copies of records may be provided to the requestor after reproduction costs have been paid. Instructions for determining cost and for making payment are on the reverse. Costs of ten dollars (\$10) or less are customarily waived unless the request is one of several by the same person.

REQUESTED BY

NAME (typed or printed)

TELEPHONE (optional)

ADDRESS

CITY

STATE

ZIP CODE

REQUESTOR'S SIGNATURE

DATE

DESCRIPTION OF MATERIAL REQUESTED *(Please be as specific as possible. General descriptions and broad requests such as "all documents relating to Interstate 5" will cause uncertainty and delay the processing of your request. Please indicate dates and location of material if known. Attach extra sheet if necessary).*

For Department Use Only:

Office/Employee Responding

Name

Office

Phone

Date received

Date of Response

Date Completed

Log No.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 653-3657 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, Sacramento, CA 95814.