



**Tuolumne JPA**  
Serving Schools Since 1980  
ALPINE - AMADOR - CALAVERAS - TUOLUMNE

**INSTRUCTIONS FOR REQUESTING RECORDS**

(California Public Records Act, Govt. Code Sections 6250-6276.48)

1. In order to expedite your request, requests for records must be in writing. Requests will be processed in the order in which they are received. A Public Record Request Form can be faxed to you by calling (209) 536-2034. A form is also available on the JPA's web page at [www.tuolumnejpa.org](http://www.tuolumnejpa.org). Requests may be submitted by facsimile to (209) 533-9513 or by mail to 175 Fairview Lane Sonora, CA 95370.
2. Requests must be for records in the possession of prepared, owned, used or retained by the JPA (Gov. Code Sec. 6252(e)). Requests must be for clearly identifiable records. If necessary, the JPA will assist the requestor in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Requests not meeting these criteria may be returned. Copies will not be provided if disclosure would infringe upon a copyright, trade secret or is otherwise exempt in accordance with state law, or would constitute an unreasonable burden on the operation of the JPA.
3. You will be notified by mail within ten (10) days whether your request seeks copies of disclosable public records in the possession of prepared, owned, or retained by this agency. In most cases, your request will be completed within 3-4 weeks, or sooner.
4. If the search for records finds the records voluminous, you will be notified of the approximate number of pages and/or length of time it will take to process your request.
5. If your request is to review records, rather than receive copies, The JPA will notify you once the records are gathered, and arrangements will be made for your review. An appointment will be made with you for review.
6. There is a charge for the direct cost of duplication as follows: paper copies, \$0.25 each page, data copies on CD \$20.00 each or data copied on audio tape \$5.00 each. When electronic records are requested the requestor shall bear the cost of producing a copy of the records, including the cost to extract, compile and reproduce the record. The cost to gather and transfer electronic records onto CD is typically \$20.00 each. An invoice will accompany your records when completed.
7. For further clarification please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.).

If you have questions pertaining to the submittal of a Public Records Act Request, you may contact the Public Records Unit, Tuesday through Friday at phone (909) 396-3700 fax (909) 396-3330 email [PublicRecordsRequests@aqmd.gov](mailto:PublicRecordsRequests@aqmd.gov)