



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



## HOW TO MAKE A *PUBLIC RECORDS ACT* (PRA) REQUEST

**HISTORY OF THE PRA:** California Correctional Health Care Services (CCHCS) responds to requests for information pursuant to the *California Public Records Act*. The PRA was passed by the California Legislature in 1968 for all State and local governments. The fundamental basis of the law is that government records shall be disclosed to the public, upon request, unless there is a specific reason not to do so. A copy of these guidelines shall be posted in a conspicuous public place in the offices of the Department. A copy of these guidelines shall be made available free to any person requesting them.

**A summary of the PRA:** [www.cdcr.ca.gov/News/docs/CPRA2004.pdf](http://www.cdcr.ca.gov/News/docs/CPRA2004.pdf)

**WHO CAN SUBMIT A PRA REQUEST?** The public, inmates, vendors, or advocacy groups may submit a PRA request to obtain public records from State agencies. There are some records specified in the PRA that are exempt, such as personnel or medical records.

### HOW TO SUBMIT A PRA REQUEST TO CCHCS:



**By Mail:**

California Correctional Health Care Services  
Attention: PRA Coordinator Building C  
P.O. Box 588500  
Elk Grove, CA 95758



**By Telephone:**

(916) 691-3557



**By E-mail:**

[CCHCSHealthPRAS@cdcr.ca.gov](mailto:CCHCSHealthPRAS@cdcr.ca.gov)

**WHO RESPONDS TO THE PRA REQUEST?** CCHCS' Litigation Support Unit coordinates with the CCHCS Office of Legal Affairs and other program areas to process and respond to PRA requests.

**WHAT ARE THE TIMELINES?** Once a PRA request is received, CCHCS has 10 days to respond in writing to the initial request regarding the disposition of the request. At that time, the request may be denied if no records exist; an extension may be issued for an additional 14 calendar days to determine what/if records exist; or the request may be fulfilled. CCHCS will provide an estimated date when the records will be available. Records may be provided in electronic or paper format (depending on availability).

**WHAT ARE THE FEES?** Hardcopy records cost \$0.12 per page; however, CCHCS makes an effort to provide documents in an electronic format free of charge. If a request for public documents requires data compilation, extraction, or programming to produce the record, the requester may be charged for the associated cost(s) to produce the record.