



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



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

BY MAIL: California Correctional Health Care Services **BY EMAIL:** CCHCSHealthPRAS@cdcr.ca.gov
Attention: PRA Coordinator Building C
P.O. Box 588500
Elk Grove, CA 95758

HISTORY OF THE PRA: California Correctional Health Care Services (CCHCS) responds to requests for governmental records and 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 and made available to the public free of charge.

The California Attorney General's Office California Public Records Act Summary 2004 may be found on the following site: <https://www.oag.ca.gov/publications#publicrecords>.

WHO CAN SUBMIT A PRA REQUEST? Any member of the public including patients, vendors, or advocacy groups may submit a PRA request to obtain records; however, some records are exempt, such as personnel or medical records.

WHO RESPONDS TO THE PRA REQUEST? CCHCS' Health Care Litigation Support Section coordinates with program areas to process and respond to PRA requests with guidance from the CCHCS Office of Legal Affairs.

WHAT ARE THE TIMELINES? CCHCS has 10 days from the date a request is received to respond in writing. This time frame; however, is not a deadline for producing records. CCHCS may respond in one of the following ways:

- Deny the request if no records exist or records are exempt from release;
- Issue a 14 calendar day extension to determine what, if any, records exist; or
- Provide the requested records. Records may be provided in electronic or paper format.

WHAT ARE THE FEES? Documents provided electronically are free of charge. Requesters may use their own reproduction equipment during an onsite inspection at designated Department offices. Hardcopy records cost \$0.12 per page. If a request for records requires data compilation, extraction, or programming, the requester may be charged for cost of time involved to produce the record.

HELPFUL INFORMATION TO INCLUDE IN A PRA REQUEST:

- A clear and specific description of the records.
- The date(s) and/or time frame for the records.
- Location(s), if applicable.
- The subject and/or title of the record.
- Any identifying record information, such as procurement name and number, key words, author, etc.

NOTE: The PRA provides for the disclosure of an existing identifiable record and does not require a government agency to prepare new records in response to a request, or generate information in a form that does not exist at the time of the request.