Dear [Name],

This e-mail contains a Public Records Request. The California Public Records Act, Govt. Code §§ 6250-6276.48, I ("Requestor") respectfully request to inspect all public records in the possession or control of the Carmel Unified School District, which includes any documents:

1. Documents listing the total amount of dues payers to any/all professional associations or collective bargaining units

Pursuant to the California Public Records Act, I respectfully request to inspect all public records in the possession or control of the Carmel Unified School District, which includes any documents:

A. That lists the total number of payers into each and every collective bargaining unit or professional association during each and every of the following months: March 2017, March 2018, March 2019, March 2020, and March 2021.

For any records not delivered electronically, I will designate which documents we will wish to obtain copies from the Carmel Unified School District and its agents once I have had an opportunity to inspect these records. If a document exists in both electronic and paper formats, we select to receive a copy of the electronic version of the document. This should save the Carmel Unified School District both the time and funds in duplication time and save ourselves duplication costs.

In the case of a denial of my request, California Public Records Act requires the Carmel Unified School District to “reveal the general nature of the documents withheld,” and to “set forth the names and titles or positions of each person responsible for the denial.” Cal. Govt. Code Section 6253 (d). I emphasize my request for a specific response and all applicable exemptions to the request. A blanket list of exemptions that may or may not apply to the request coupled with a failure to indicate the existence of documents responsive to the request denies me this opportunity frustrates the Legislature’s primary purpose in enacting the California Public Records Act, which is to "maximize public access to agency records."

We agree that after our inspection of documents made available, to pay the direct cost of duplicating any and all responsive writings we request to have copied in accordance with Section 6253(b). However we will not pay for any charges related to searching, reviewing or redacting documents or portions thereof. Cal. Govt. Code Section 6253(b).

There is no question that the Carmel Unified School District is a public entity subject to the Public Records Act pursuant to Government Code section 6252 and it must comply with the Request as set forth under the Act.

Additionally, certain common terms should be given broad interpretation. For the purposes of this letter, a reference to an entity or body, such as the Carmel Unified School District includes any and all representatives of the entity or body.

In accordance with Section 6253 (c), please contact me within ten (10) days of your receipt of this request and notify me whether this request seeks copies of disclosable public records in the Carmel Unified School District’s possession, and, if not, the reasons for such determination. We will wish to make an appointment with you to review the disclosable records at your office.

Thank you in advance for your courtesy and cooperation in this matter.

Sincerely,

[Your Name]
Best,

Brandon Ristoff