

Submit a California Public Records Act Request to Carmel USD

The Carmel Unified School District (CUSD) is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business.

Pursuant to Government Code Section 6252(e), a public record is defined as “any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” Public records requests may be used to obtain "records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the organization and are, at the time the request is filed, in the organization's possession and control.

Records subject to disclosure under the CPRA may include email or other communications from members of the public or which reference them. While the District reviews all responsive records to determine if this information should be disclosed, in many cases references to members of the public, or the content of their communications to the District are subject to disclosure. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical, or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

Name of requestor: *

First and last name

Transparent California

Email of requestor: (Responses will be provided to this email address) *

k12@transparentcalifornia.com

Mailing address of requestor:

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Your request: (To enable staff to respond to your request as efficiently as possible, please include: The date range for the records requested; the department that holds the records (if known); and the types of records, including any important keywords. Please do not include any confidential information.) *

We would like to request a copy of Carmel Unified's Employee Compensation Report for the 2021 year under the provisions of California Govt. Code §§ 6250 - 6270, the California Public Records Act.

"Employee" includes anyone who worked for the District (including part time employees or elected officials) during this period and received compensation in the form of wages or employer-paid benefits.

Most California agencies find it easiest to respond to this request by producing a copy of the working reports (including employee first and last names) that are used to produce the State Controller's Office (SCO) annual reporting. Please provide a copy of the working report, or any other combination of records, that contains compensation data alongside employee names.

Note that sending us data that does not contain full employee names or job titles will simply result in rejection back to you and take more time for you to handle. Please include both in your reporting.

If you do not maintain a single record with this data, please provide copies of any other reports or records that contain information responsive to the purpose of this request for all individuals paid or provided benefits by the district : employee name in conjunction with their compensation data.

As a reminder, per Gov. Code § 6252(e) and § 6254.9(d), public records are defined broadly to encompass, among other things, all information stored in a computer database.

Please provide the requested materials or - per § 6253(c) - a timeline along which they will be made available by, no later than ten days from the date of this request.

Per § 6253.9(a), we ask that you provide the records in an Excel spreadsheet format. Data can be provided to us by replying to this email with your data file(s) attached.

Please also note that saving your original spreadsheet in the form of a PDF and sending that to us is also not sufficient to fulfill this request. Doing this will simply result in a need for you to take more time to close this request, given that a PDF copy of the original data is not acceptable to us.

You can provide this data for a 12 month period based on either calendar year (January through December) or fiscal year (usually the "school year" July through June.)

We recommend calendar year given your employees may see this data and question the accuracy if based on fiscal year (people rarely know their compensation totals based on fiscal year periods and think it's inaccurate) however that is your choice.

Whichever way you choose to report, please let us know what period you are sending, we recommend naming the file accordingly (for example, "CY2021 Carmel Unified.xls" or "FY2021 Carmel Unified.xls")

In an effort to standardize how this information is reported we are seeking the same categories of employee compensation that are found in the State Controller's Report.

Please include the following categories in your response:

Employee Name

Position/Job Title ("Superintendent", "Teacher", etc. Not job classifications, "Certificated", "Classified", or such)

Total Regular Pay

Overtime Pay

Other Pay (any additional forms of pay that are not reported in Regular Pay)

Total Retirement (All forms of employer-paid retirement plan contributions, including defined benefit plan contributions or deferred compensation)

Health Cost (all forms of employer-paid health and welfare benefits)

In the event Carmel Unified is not in possession of a record of this nature, we request copies of any record or records that contain information responsive to the purpose of this request - employee name in conjunction with their compensation data.

As a reminder, § 6253.1 instructs public agencies to "assist requester in finding records responsive to the purpose of the request."

Your jurisdiction's information will become part of the TransparentCalifornia.com website, which is provided to the public as a free service.

Note it is not necessary to expend the time to put together the standard legal letter as a PDF and respond in that way if you are simply giving us an ETA. You're welcome to just tell us what your expected time is in an email, we are well aware of the legal language surrounding that.

Please feel free to contact us with any questions that you might have.

K-12 Researcher

Transparent California

k12@TransparentCalifornia.com

<http://transparentcalifornia.com>

This form was created inside of Carmel Unified School District.

Google Forms