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California Department of Corrections and Rehabilitation
PRA Administrators
1515 S Street Suite 314S
Sacramento, CA 94283-0001

Sent Via Fax to (916) 327-5306

May 14, 2015

Re: California Public Records Act Request – CDCR Staff Contact Information

To Whom It May Concern,

I submit the following request for records pursuant to the Public Records Act (PRA) (GOVT. CODE §§ 6250 – 6276.48) and Article 1 Section 3(b) of the California Constitution. Please search CDCR record repositories for any media (electronic or hard-copy) containing the following information.

- Current contact information for staff holding the following positions (or positions of similar titles) at each CDCR institution:
 - 1. Warden 2. Associate Warden 3. Warden's Assistant 4. Public Information Officer 5. Litigation Coordinator 6. Litigation Assistant 7. Records Officer 8. R&R Release and Receiving Officer 9. Visiting Coordinator 10. Medical
- Contact information should include 1. Name 2. Title 3. Direct telephone line 4. Telephone Extension 5. Fax Number 6. Email

I request release of the non-exempt information “reasonably segregable” from that which may be redacted due to arguments of exemption. (Gov. Code, § 6253, subd. (a).) If your office asserts that any records are exempt from disclosure, I request that the office provide a written response setting forth the asserted legal authority. (Gov. Code, § 6255) If this agency does not have the records or decides to redact or withhold them, I request that the agency identify by name and title each person responsible for the decision in its written response. (Gov. Code, §§ 6253, subd. (d), 6255, subd. (b).)

I am requesting to receive the documents electronically to ckh@caitlinkellyhenry.com pursuant to Gov. Code, § 6253.9, subd. (a). If this is not possible and copying costs will be incurred, please email or call me as soon as possible that I may remit payment in an expedient manner.

This request is being submitted via email and Fax on May 14. I anticipate receiving your office's response by May 24, 10 calendar days after the date of receipt of the request. (Gov. Code, § 6253, subd. (c). 18 Civ. Code, § 10.) I anticipate your office will disclosure records promptly thereafter.

Sincerely,

/s/

Caitlin Kelly Henry, Esq.