



CALIFORNIA PUBLIC RECORDS ACT Fact Sheet Requests for Public Records

The California Public Records Act (PRA) [Government Code 6250-6270](#), is similar to the federal Freedom of Information Act -- the purpose of these acts is to give private citizens greater access to government information. With some exceptions, the PRA considers records maintained by most state agencies to be public records, but also recognizes the right to individual privacy.

The California Public Records Act (PRA) applies to *government* information. The California African American Museum is a partnership between a state agency (California African American Museum) and a private-not-for-profit foundation (Friends, The Foundation of the California African American Museum). Requests for information from the state agency will meet the purpose and requirements of the PRA. The Friends, The Foundation of the California African American Museum will address requests from the public; however the Foundation is not a government body and is not subject to the requirements of the PRA.

How do I make a PRA request for California African American Museum government documents or information?

All PRA requests for the California African American Museum records should be in writing and directed to the Office of the Executive Director of the California African American Museum:

Office of the Executive Director – Attn: Public Records Request
California African American Museum
600 State Drive
Los Angeles, CA 90037

Fax: 213-744-2050
Tel: 213-744-7432
Email: PRAinfo@caamuseum.org

What should my request include?

It is important to include the following information in your request, so that we may answer your request in a timely manner:

- A statement that you are requesting information under the PRA.
- A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles, or authors of the documents requested.



- Your contact information, including name, address, phone, fax, and email.

Please send only requests for public records of the California African American Museum. Requests for other State Agency Departments need to be directed to their contact staff. Use the [State Agency Index](#) website to find the Agency and contact you want.

Other Frequently Asked Questions:

Who can initiate a PRA request?

Basically anyone may initiate a PRA request.

What type of information can I request?

PRA requests may be used to obtain agency records, which include any writing containing information relating to the conduct of the public's business, prepared, owned, used or retained by the agency, regardless of physical form or characteristics. The PRA excludes certain categories of records from disclosure, including proprietary business information, preliminary notes, drafts or memoranda, privileged communications and some personal information, in addition to other specified kinds of records.

How soon must a state agency respond to my PRA request?

A state agency receiving a request for records under the PRA normally has ten days in which to respond, but this may be extended by fourteen days under circumstances specified in the PRA. If the agency denies a request, the agency must justify its determination.

How much will I be charged for my PRA request?

The usual fee for copying records is ten cents for a standard 8 1/2 x 11 inch page, or the direct cost of duplication.

When may records be inspected?

Public records are open to inspection during office hours, 9:00 a.m. - 5:00 p.m., Monday through Friday, except for state holidays. The inspection of public records is subject to a rule of reason as to time and duration and must be consistent with the efficient functioning of California African American Museum office. Any person who wishes to inspect public records should contact the office to schedule an appointment to inspect the records.

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