

**DEPARTMENT OF TOXIC SUBSTANCES CONTROL**

400 P STREET, 4TH FLOOR  
P.O. BOX 806  
SACRAMENTO, CA 95812-0806

**ATTACHMENT 2****MEMORANDUM****TO:****FROM:****DATE:****SUBJECT: PUBLIC RECORDS REQUEST - DTSC PR# [tracking number assigned by PRC]**

The attached request for public records has been received by the Public Records Coordinator (PRC). It is being referred to your office for response. Please note that the Public Records Act requires a response within ten (10) working days of receipt. The PRC has sent an acknowledgement of the request only to the requestor (copy attached).

If any portion of the requested records is exempt from disclosure pursuant to the Public Records Act, you must inform the requestor in writing that records will be withheld and cite the code sections of the particular exemption. Please refer to the Department's Public Records Policy and Procedure (# \_\_\_\_\_) for information on exemptions that may apply.

If more than ten (10) working days are needed to make the records available for review or to prepare the information for transmittal because of "unusual circumstances", the response to the requestor may be extended for 10 working days if approved by the PRC. The requestor must be informed of any time extensions for the response.

Please copy (cc) the PRC with all written responses. This includes: any transmittal correspondence, telephone memo sheets, and interim responses (cover letters only, copies of records not necessary).

You are responsible for responding to the portion of the request which pertains to the program area you are assigned. Because the Department has many offices within offices which maintain autonomous files, it has become necessary to refer requests for records to all programs that could possibly have separate, additional, or different files from what the Central File unit is maintaining. If after making a thorough search for files within your program, you find no records pertaining to this request, please inform the PRC of this conclusion. This will help immensely in bringing this request to closure.

If you have any questions regarding this request, please do not hesitate to call the PRC at the above telephone number.

**ATTACHMENT 2**