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REQUEST FOR PUBLIC RECORDS

Your request will be processed in compliance with the Public Records Act. California Government Code § 6253.

Upon a request for a copy or inspection of records, POLAHS shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, will be made available and shall promptly notify the person making the request of the determination and the reasons therefore. In certain circumstances, the time limit prescribed in this section may be extended by written notice to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched.

Requested by: _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

I am requesting the following documents: (Please be specific)

I would like these documents: (Check One)

- Emailed** **Photocopied** **Digital CD Copy**
 (\$.15 per page unless otherwise specified by law) (\$15 per CD for files too large to send via email)
- Made available for inspection**

Action Requested: _____ **Action Taken:** _____ **By:** _____

- Document Reviewed** **Document Redacted** **Non-Existent Document** **Copies Requested**
- Notification Sent** _____ **Copies Provided** _____ **Inspection Scheduled:** _____
- Refusal/Reason** _____ **Other** _____