

LA Law Library has an extensive collection of materials\* on open government laws and accessing public records. This includes resources for the federal Freedom of Information Act (FOIA) and the California Public Records Act. Please contact the Library if you would like to use any of the following. Materials may be viewed on-site, borrowed or e-delivered to you for a small fee.

#### On this resource list:

- Your Rights & Background Information
- How to Make a FOIA Request
- Sample FOIA Letters
- How to Make a California Public Records Act Request

## YOUR RIGHTS & BACKGROUND INFORMATION

California Public Records Act, California Government Code §§ 6250-6268. Deering's California Codes Annotated, West's Annotated California Codes, or online at <http://www.leginfo.ca.gov>.

**RR KFC30.5 D4 G68 1973 (Deering's), Ref KFC30.5 .W4 (West's)**

Federal Procedure Lawyers Edition, Vol. 15, Chapter 38, Freedom of Information, §38:1- 38.577. Table of Forms for requesting information, §38.316. West.

**Main KF8835 F43 v.15 2011**

West's California Jurisprudence 3d, Vol. 55, Records and Recording Laws, §1-89

**RR KFC80 C313 v.55 2012**

Your right to Federal Records. A joint publication of the U. S. General Services Administration & the U. S. Department of Justice. [https://www.gsa.gov/cdnstatic/Your\\_Right\\_to\\_Federal\\_Records.pdf](https://www.gsa.gov/cdnstatic/Your_Right_to_Federal_Records.pdf)

**SHC KF5753.A15 Y68**

## HOW TO MAKE A FOIA REQUEST

BRB's Guide to County Court Records, a National Resource to Criminal, Civil and Probate Records found at the Nation's State, County, Parish, and Municipal Courts. Facts on Demand Press. 2011.

**Ref KF8700 A19 B73 2011**

California Forms of Pleading and Practice, Vol. 41 Chapter 470C, Public Records Act, §470C.01, et seq.

**RR KFC1010 A65 C3 v.41**

Federal Procedure Lawyers Edition, West, Vol. 15, Chapter 38, Freedom of Information, §38:1- 38.577.

**Main KF8835 F43**

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## HOW TO MAKE A FOIA REQUEST (CONT.)

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FOIA.GOV: "the government's central website for FOIA." <https://www.foia.gov/>.

Freedom of Information Reference Guide, 2018. National Archives. <https://www.archives.gov/foia/foia-guide>.

Guide to the Freedom of Information Act Manual. U. S. Justice Department. <https://www.justice.gov/oip/doj-guide-freedom-information-act-0>.

**SHC KF5753.A29 F74**

The People's Business: A Guide to the California Public Records Act. League of California Cities, 2008.

<https://www.cacities.org/UploadedFiles/LeagueInternet/62/62f84af4-13c5-4667-8a29-261907aea6d6.pdf>

**RR KFC287 P46 2008**

## SAMPLE FOIA LETTERS

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Freedom of Information Coalition: <https://www.nfoic.org/sample-foia-request-letters>.

First Amendment Coalition: <https://firstamendmentcoalition.org/public-records-2/foia-sample-request-letter/>

Federal Procedural Forms, Lawyer's Edition, West, Administrative Procedure, Request for Information-Freedom of Information Act, Vol. 1B, §2:47.

**Main KF8836 F43 1975 v.1B 2017**

Your right to Federal Records. A joint publication of the U. S. General Services Administration & the U. S. Department of Justice. [https://www.gsa.gov/cdnstatic/Your\\_Right\\_to\\_Federal\\_Records.pdf\\_p.4](https://www.gsa.gov/cdnstatic/Your_Right_to_Federal_Records.pdf_p.4).

**SHC KF5753.A15 Y68**

## HOW TO MAKE A CALIFORNIA PUBLIC RECORDS ACT REQUEST

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California Forms of Pleading and Practice, Vol. 41 Chapter 470C, Public Records Act Forms, Writ of Mandate to enforce request for records, §470C.50, et seq.

**RR KFC1010 A65 C3 v.41**

City of Los Angeles California Public Record Act Coordinators: <https://tinyurl.com/y44r6n5s>.

First Amendment Coalition: <https://firstamendmentcoalition.org/public-records-2/sample-cpra-request-letter/>

Francke, The CalAware Guide to Public Records and private information in California (Californians Aware, 2012).

**Main KFC827 F73 2012**

Los Angeles County Public Records Policy: <https://www.lacounty.gov/government/public-information-records/public-records-policy/>

Most state and local government agency websites include online forms to make public records requests; e.g., California Attorney General's Online Request form: [https://oag.ca.gov/contact/publicrecords\\_form](https://oag.ca.gov/contact/publicrecords_form)

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