



POLICY & RECORDS ADMINISTRATION
VIA ELECTRONIC RECORDS CENTER

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0014
TELEPHONE: (858) 534-2552
FAX: (858) 534-6523

July 6, 2021

Justin McLachlan
114500-92339589@requests.muckrock.com

Dear Mr. McLachlan:

This regards your California Public Records Act request, dated June 24, 2021 for:

- 1 — any databases and/or spreadsheets used to track requests under the California Public Records Act
- 2 — the job descriptions and employee requisition forms for all agency employees tasked with handling public records requests presently and for the last 10 years from the date of this request
- 3 — any and all policy documents, manuals, memos and/or reports regarding the processing of public records requests

We have contacted the relevant record holders and a search for your records is under way. The estimated date for production of available records is August 23, 2021. If records are available prior to that date, they will be released to you as they become available.

Please contact me with any questions. My direct telephone number is (858) 534-2552.

Sincerely,

A handwritten signature in black ink, appearing to read "Paula J. Johnson", with a stylized flourish at the end.

Paula J. Johnson
Director