



MARIN COUNTY

OFFICE OF EDUCATION

The Marin County Office of Education (MCOE) follows the [Public Records Act](#) regarding disclosure of public records. If you wish to submit a request for records, please complete the form below. To help us retrieve the appropriate records, your request should include a clear and detailed description of the records in question. Whenever possible, and where applicable, the request should identify:

- The date or timeframe of requested records;
- A description of the records;
- The key subject(s); and
- The keywords.

Staff within the MCOE can assist with descriptive suggestions, if needed. Anyone with a disability who requires accommodation to access MCOE public records may notify us of their accommodation needs.

First Name:

Last Name:

Company/Firm/Organization (if applicable):

Email:

Telephone Number:

Description of public records you are requesting:

Please be as specific as possible. Whenever possible, and where applicable, the request should identify the date or timeframe of requested records, the subjects, and keywords.

Additional comments for the Marin County Office of Education:

Unless otherwise specified in this section, the Marin County Office of Education will communicate with you regarding this request via email.

Government Code 7922.535

Public Records Request Response Time

Upon receipt of a records request, the MCOE will respond within 10 days with a determination of whether the request includes disclosable public records. MCOE will inform the requestor of the estimated date and time in which the records will be made available. In unusual 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.

Exemptions

The MCOE will provide access to public records upon request unless the law provides an exemption from mandatory disclosure. Examples of records exempt from mandatory disclosure under the **Public Records Act, Government Code Sections 7921 – 7922** include, certain personnel records, drafts, confidential legal advice, records prepared in connection with pending litigation, and information that must be kept confidential pursuant to other state or federal statutes including but not limited to, student records, and those other records containing private information or personal health information.

State of California

GOVERNMENT CODE

Section 7922.535

7922.535. (a) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. If the agency determines that the request seeks disclosable public records, the agency shall also state the estimated date and time when the records will be made available.

(b) In unusual circumstances, the time limit prescribed in this article and Article 1 (commencing with Section 7922.500) may be extended by written notice from the head of the agency or a designee 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. No notice shall specify a date that would result in an extension for more than 14 days.

(c) As used in this section, “unusual circumstances” means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

(1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

(3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

(4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

(Added by Stats. 2021, Ch. 614, Sec. 2. (AB 473) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 7931.000.)