

Public Records Act Requests

As a public agency, Culver City Unified School District adheres to the California Public Records Act (CPRA).

Under the CPRA, a public agency must provide non-privileged and non-exempt public records in response to a request that reasonably identifies a public record or records. The CPRA does not require a public agency to create documents, answer questions or interrogatories, or summarize any records to respond to a CPRA request. The CPRA also does not require a public agency to make disclosable documents available within a certain time frame or by a set date established by the requestor. Rather, public agencies are required to make an initial determination of whether they possess disclosable public records responsive to the request, and set an estimated date and time of when the records will be made available to the requestor. (Gov. Code 7922.535(a))

Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda). These exemptions from disclosure are examples only, and are not intended to be an exhaustive list of all reasons a public agency may withhold records from disclosure under the CPRA.

CPRA requests can be sent to the attention of:

Kim Indelicato, Ed. D.
Director, School and Family Support Services
kimindelicato@ccusd.org
310-842-4220 ext 4240

Please see Board Policy and Administrative Regulation 1340 Access to Public Records for more information.

[Administrative Regulation 1340](#)
[Board Policy 1340](#)