CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall Sacramento, CA 95814 | www.spb.ca.gov

Governor Edmund G. Brown Jr.

REQUEST FOR RECORDS

Before processing this request, please read the Records Request Informational Pamphlet located at: www.spb.ca.gov. Requests must be for clearly identifiable records in the State Personnel Board's possession. Please complete all relevant fields in the sections below before submitting your request.

Requestor's Name			*Date:*
Company Name:		*Phone:*	
Mailing Address: *(Number, Street)*		*City:*	
State:	*Zip Code:*	*Email Address:*	

Information requested for: *(attach additional pages if necessary)*

1. Name:	*1. SPB Case No:*
2.	*2.*
3.	*3.*
4.	*4.*
5.	*5.*

☐ Additional Page(s) Attached

Additional Questions:

If available, do you want PDF versions of the requested records and transcripts on **compact disc**?	☐ Yes ☐ No
Are you seeking Board Records to assist in filing a **Petition for Rehearing**?	☐ Yes ☐ No
Are you seeking Board Records in preparation for **Oral Argument before the Board**? ☐ Yes ☐ No	*Oral Argument Date:*

Records Requested: *(continued on second page)*

☐ **All Public Records** *(All public records of an individual(s) may be requested. Exact copies of the file(s) requested will be provided for a reasonable fee.)*

☐ **Compact Disc (CD)** *(An audio recording of what was said at hearing saved on a CD.)*

☐ **Hearing Transcript** *(A written version of what was said at hearing prepared by a company with which the Board contracts. Fee based on number of pages of transcript and turn-around time requested.)*

Records Requested: *(continued)*

☐ **Administrative Record** *(**For parties only**. Comprised of: Pleadings, notices, orders, proposed decisions, final decisions, evidence, **whether admitted or rejected,** marked for identification and offered for introduction into the record, transcriptions of all recorded proceedings, and other written communication addressing substantive issues pertinent to the case. The Administrative Record **does not** include any evidence that a party has withdrawn. The Board certifies the Administrative Record as it pertains to the documents that were filed with or produced by the Board.)*

☐ **Other, Specify:** *(Please identify the documents requested and if you would like to inspect certain documents.)*

For more information, guidelines for access to State Personnel Board Public Records are available at: http://spb.ca.gov

Please submit this completed form via email to Mona Brooks at mona.brooks@spb.ca.gov. This form may also be submitted via regular mail or hand-delivered to: State Personnel Board, Attn: Mona Brooks, 801 Capitol Mall, Sacramento, CA 95814. Submissions via fax should be sent to (916) 654-6055.

Submit