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Delivery Means (U.S. Mail, E Mail, etc.)

Date (Day Month Year in full)

Person, Title
Organization
Street Address (no abbreviation)
City State (no abbreviation) Zip Code

RE: SUBJECT

Dear ?

Permit Sonoma received your request for public records dated ?. You have asked for:

"… …"

Pursuant to Government Code § 7299.535(a), this letter provides you with (1) a determination concerning whether your request, in whole or in part, seeks copies of disclosable public records in the possession of the County of Sonoma, and (2) an estimated date and time when you can come in to view responsive records and/or request copies, or a date when the department will send you requested copies electronically. County departments charge for copies pursuant to Government Code § 7922.530(a).

To the extent records are available electronically we will provide a Cloud link to the records addressed to the email you provided. If copyrighted records or protected building plans are requested, we will contact you because "fair use" affidavits will need to be executed before any copies may be provided, though such records may be viewed in person without executing the affidavits.

If you prefer, you may come in to review any non-confidential responsive records in person at Permit Sonoma, 2550 Ventura Avenue, during regular business hours. The Department charges 25 cents per page to copy or you may bring in a service or other means of copying. For faster service, please make an appointment to view records in person.

Records that are confidential attorney client communications, confidential attorney work product, protected under the deliberative process privilege, confidential informant information where the public interest in non-disclosure outweighs the public interest in disclosure, or otherwise confidential under the law will not be disclosed. Upon disclosure of any responsive non-exempt records, if any, the County will state whether any records were withheld, the basis for withholding the records, as well as the name of the County employee responsible for making the determination.

SAMPLE

The County has determined that responsive records may exist and to the extent such records are not exempt from disclosure, they will be provided to you on or before ?.

It is the County's policy to cooperatively comply with all public records act requests. If you have any questions, or if I can be of further assistance, please contact me. I can be reached at 707 565-4446 or by email at karen.brown@sonomacounty.gov.

Very Truly Yours,

Karen Brown
Secretary
Permit Sonoma