

## REQUEST FOR RECORDS

Before processing this request, please read the Records Request Informational Pamphlet located at: [www.spb.ca.gov](http://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 <b>compact disc</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you seeking Board Records to assist in filing a <b>Petition for Rehearing</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you seeking Board Records in preparation for <b>Oral Argument before the Board</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Oral Argument Date:
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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 Date(s):

**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.)

Hearing Date(s):

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 The Administrative Record **does not** include any evidence that a party has withdrawn.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](mailto: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.