



# *The County of El Dorado*

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## *Chief Administrative Office*

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330 Fair Lane  
Placerville, CA 95667-4197

Terri Daly  
Chief Administrative Officer

Phone (530) 621-5530  
Fax (530) 626-5730

DATE: April 21, 2014  
TO: Department Heads  
FROM: Terri Daly, Chief Administrative Officer  
RE: Public Records Act Requests

As you may be aware, we have seen a recent increase in the volume of California Public Record Act requests.

The California Public Records Act is an important tool for open and transparent government and the County remains committed to fulfilling the spirit and the letter of the law.

In an effort to ensure timely responses to these requests, and also track the resources required to respond, we ask that all California Public Record Act requests be directed to the Chief Administrative Office (CAO). CAO staff will work with departments to gather requested documentation and provide an appropriate response.

Many requests from the public for information are easily addressed in the normal course of business. **In no way** are we discouraging you or your staff from responding to routine requests for information that is readily available and part of your normal course of business. We are only seeking a more coordinated effort on information requests that are more voluminous, cross-departmental, or otherwise more complex. Please use your own discretion when deciding whether to involve the CAO's office.

To ensure timely action, please notify each the following staff members upon receipt of a California Public Records Act request:

Mike Applegarth  
[mike.applegarth@edcgov.us](mailto:mike.applegarth@edcgov.us)  
ext. 5123

Karen Feathers  
[karen.feathers@edcgov.us](mailto:karen.feathers@edcgov.us)  
ext. 5117

Ross Branch  
[ross.branch@edcgov.us](mailto:ross.branch@edcgov.us)  
ext. 5106

Thank you for your attention to this matter.