



## California Public Records Act Records Request Form

### Requestor Contact Information

Name:

Organization/Affiliation:

Address:

Phone Number:

Email Address:

Fax:

### Request Information

Today's Date:

Record Description (Please describe in detail):

Record Date(s):

Record Number (e.g. provide Contract, Case, Resolution or Order Number if available):

*The information requested, while not required, will assist in our response to your CPRA request.*

## General Information

### Requests:

- Requests may be submitted by regular mail, electronic mail, or facsimile to:  
  
Los Angeles Harbor Department  
CPRA Unit  
Commission Office  
425 South Palos Verdes Street  
San Pedro, CA 90731  
  
Email: CPRArequest@portla.org  
Phone Number: (310) 732-3444  
FAX: (310) 519-0291
- Requestors are encouraged to provide a detailed written description of the records being requested. Clear and specific descriptions make it easier to determine if responsive records are in the possession of the Los Angeles Harbor Department.
- Requestors are encouraged to check [www.portoflosangeles.org/commission/videos.asp](http://www.portoflosangeles.org/commission/videos.asp) before submitting a CPRA request, as the records sought may be posted at the Port of Los Angeles Internet site.

### Responses:

- Allow up to ten calendar days to receive a response to your request. A typical response may state that records are available for review, that additional time is required to search for records, or that no responsive records were found.
- Responsive records that are considered historical are in possession and protected by the Port of Los Angeles Test Lab. To view these records you must schedule a review session with the Test Lab. Details regarding how to schedule a review session will be included in the response letter.
- Some records are exempt from disclosure under the Public Records Act and other legal restrictions may prevent records from being disclosed to the public.

### Fees and Payments:

- Standard document charges will apply. There is no fee for documents requested in an electronic format and there is no fee for the records review session.  
The following is a breakdown of duplication fees:
  - Electronic Format (PDF) = Free
  - 8 ½" x 11" or 8 ½" x 14" white paper with black ink = \$0.10 per page
  - 11" x 17" white paper with black ink = \$0.25 per page
  - CD = \$5.00
  - USB Storage Drive (Thumb Drive) = \$5.00

- All payments are due at the time copies of records are requested.
- For in-person payments, either cash or check is accepted. For mail-in payments, requestors are encouraged to send checks (not cash) in order to ensure payments reach the CPRA Unit. Checks should be made payable in U.S. funds to the ***Los Angeles Harbor Department***.