



Miller Creek School District

380 Nova Albion Way
San Rafael, CA 94903

Public Records:

As a public agency, Miller Creek School District adheres to the California Public Records Act, per California Government Code §6253 which requires that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

How to Make a Request

All public records requests should be made in writing. Please be as specific as possible. A request must be one that "reasonably describes an identifiable record or records". The district will respond within ten days to acknowledge receipt of the request and provide a timeline when the information can reasonably be disclosed. Records will be provided electronically unless otherwise noted. A fee of twenty-five cents per page will be charged for paper copies.

Please send the request to:

Miller Creek School District
Attn: Public Records Request/Business Office
380 Nova Albion Way
San Rafael, CA
94903

Please include:

- Name
- Organization and address
- Contact information (telephone, fax, e-mail)
- Records Requested. Please be as specific as possible.