COUNTY OF SONOMA
PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403-2829
(707) 565-1900   FAX (707) 565-1103

Use the options below to create a letter in response to a PRA. We must respond in writing within 10 days with a date that the records will be available, identifying any information that is being withheld (including the name and title of the person responsible for the denial), notifying them of a 14 day extension (if necessary), and copying options.

<Name>
<Address>
<City, ST ZIP>   <Date>

Re: <site address/topic>

Dear <Name>,

The Permit and Resource Management Department has received your letter dated <date> requesting access to records per the California Public Request Act. The length of time it takes to conduct a records search largely depends upon the complexity of the request and the storage location(s).

Option 1: The records you requested are available for your review.

Option 2: Some of the records requested have been determined to be confidential and/or proprietary in nature and will not be released. This determination has been made by Pete Parkinson, Director.

Option 3: Most, but not all, of the records you requested are available for your review. A 14 day extension until <date> is needed to gather the remaining files. You will be notified if the records are available earlier.

Option 4: Due to the voluminous number of records you requested, a 14 day extension until <date> is needed to gather the files.

Option 5: We are unable to locate any records specific to your request. Please contact me to discuss your request. *<If you are aware of any options you may list them here or once they contact you, you need to guide them to another jurisdiction or department that might be able to help them>*

The records will be available at the Records Counter which is open Monday, Tuesday, Thursday and Friday between the hours of 8:00 am and 4:00 pm and Wednesday from 10:00 am to 4:00 pm. The staff at the counter can discuss copying options with you.