



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

READ BEFORE SUBMITTING PUBLIC RECORD ACT REQUEST FORM

The County of Los Angeles **does not maintain a centralized record keeping system**. Each County Department maintains their own records. Requests to inspect and copy public records, which are not otherwise immediately available to the public, should be made directly to the responsible department, agency head, commission, committee secretary or to an identified designee.

Examples of requests for the **Registrar-Recorder/County Clerk (RR/CC)**:

- Election related information
- RR/CC contracts, RFPs, sole-source agreements
- RR/CC training manuals

Examples of requests for other County departments:

- Arrest records, 911 transcripts = **LA County Sheriff's Department**
- Building zoning and planning = **Department of Regional Planning**
- Restaurant, apartment, hotel inspection reports = **Department of Public Health**
- Building code enforcement, road designs, traffic signal plans, environmental UST studies = **Department of Public Works**
- Civil, Criminal & Divorce records = **LA County Superior Court**
- Property tax payment records and overpayments = **Treasurer & Tax Collector**

For a list of all County departments, agencies, commissions, and committees go to:

<https://lacounty.gov/newsroom/public-information/public-records-request-contacts/>

The following records do not fall within the parameters of the California Public Records Act and may be purchased through normal course of business.

- Birth, death & marriage records
- Real estate records
- Fictitious Business Name records
- Military discharge records
- UCC Financing Statement records
- Notary records
- Voter registration information
- Voter turnout
- Election statistics/reports
- Precinct maps
- Campaign finance records
- Tax lien records

(Request form on next page)



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

PUBLIC RECORDS ACT REQUEST FORM

To best serve you, please complete the Public Records Act Request Form below.

Email your completed form to publicrecords@rrcc.lacounty.gov or mail to Registrar-Recorder/County Clerk, Attn: Public Records Act Coordinator, 12400 Imperial Highway, Room 7001, Norwalk, CA 90650.

PLEASE NOTE:

- This form is for requests submitted to the Registrar-Recorder/County Clerk (RR/CC) office only.
- Records related to the RR/CC's normal course of business are not subject to the Public Records Act as they may be reviewed and ordered through the RR/CC's deliberative process. Applicable statutory fees may apply.
- The Public Records Act is not designed to respond to general questions. Identifiable records must be described.
- Pursuant to the Public Records Act, certain records are not subject to disclosure. The RR/CC, upon request for a copy of record(s), shall determine within 10 days from the receipt of request whether the record is responsive in accordance with the Public Records Act.

Date:	Phone Number:
First Name:	Last Name:
Street Address:	Street Address 2:
City, State, Zip Code:	Email Address:

Record(s) Description: