

From: [Tiffany Wilhelm](mailto:Tiffany.Wilhelm)
To: clcinfiniteco@gmail.com
Bcc: [Jolene Towne](mailto:Jolene.Towne); jpowell@husdschools.org
Subject: re: Open records request-Hamilton Unified School District
Date: Monday, November 28, 2022 3:02:00 PM

November 28, 2022

VIA EMAIL

Jen Ayad
Our Infinite Company
clcinfiniteco@gmail.com

Re: Open records request-Hamilton Unified School District

This letter is in response to your "open records request" ("Request") to the Hamilton Unified School District ("District") dated November 28, 2022. The District interprets your Request to be made under the California Public Records Act ("CPRA"), and will respond to it as such. If our understanding is incorrect, please let us know.

In accordance with California Government Code section 6253.1, the District understands you are requesting a document with the following information and records, preferably in an Excel spreadsheet format:

- Updated records report for ALL 2022-2023 employees of Hamilton Unified School District
- First name
- Last name
- School/Facility
- Position/job function
- Hire date
- E-mail address
- Work contact phone number

Please notify us if we have misunderstood your Request.

In general, please be advised that only those documents that meet the definitions contained in the CPRA and which are not otherwise exempt from disclosure will be produced. (Gov. Code, §§6252-6255.) In general, the following records, among others, are exempt from disclosure: (1) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business (Gov. Code, §6254, subd. (a)); (2) Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to the official information privilege, as well as confidential information (Gov. Code, §6254, subd. (k); Evid. Code, §§1040 & 1060); (3) Records exempt from disclosure under the deliberative process privilege, work product, or attorney-client privilege, or the public interest exemption (Gov. Code, §6255; Evid. Code, §950, *et seq.*; *Citizens for Open Gov. v. City of Lodi* (2012) 205 Cal.App.4th 296, 305); (4) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Gov. Code, §6254, subd. (c)); (5) employee's private contact

information (Gov. Code, §6254.3); and (6) any other records exempt from disclosure under Government Code section 6254, et seq., or other applicable law.

Upon reviewing your request, the District has made a good faith effort to determine whether, and to what extent, your request seeks disclosable, non-exempt public records under the CPRA. Without waiving the full scope of any objections that may apply to your Request, information related to your request is available on the District's website. Specific links to staff directories can be found here:

<https://www.husdschools.org/domain/12>
<https://www.husdschools.org/domain/137>
<https://ca02209753.schoolwires.net/domain/73>

The CPRA only requires production of records which exist at the time of the request, and the District is not required to create records in order to respond to CPRA requests. (Gov. Code, §§ 6252 & 6253; *Sander v. State Bar of California* (2018) 26 Cal.App.5th 651; see also *Haynie v. Super. Ct.* (2001) 26 Cal.4th 1061.) Accordingly, to the extent this Request is seeking an existing document which includes all of the requested information, no such record exists. To the extent you are requesting the District to create such a document, this request is outside the scope of the CPRA.

This concludes the District's response to your CPRA request. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Tiffany Wilhelm
*District Executive Assistant
& Special Projects Manager*
Hamilton Unified School District
620 Canal Street, PO Box 488
Hamilton City, CA 95951
P: (530) 826-3261 Ext. 6011
F: (530) 826-0440
<https://www.husdschools.org/>

----- Forwarded message -----

From: **CLC Infinite** <clcinfiniteco@gmail.com>
Date: Mon, Nov 28, 2022 at 12:53 PM
Subject: Open records request-Hamilton Unified School District
To: <jpowell@husdschools.org>

Good Day!

Name: Jen Ayad

Company: Our Infinite Company
Phone number: (254) 253-5514
Address: 4017 Freshwater Dr, Carrollton TX 75007
The preferred method to send over information: Email

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I ask to obtain a copy of the following, which I understand to be held by your agency:

- Updated records report for ALL 2022-2023 employees of [Hamilton Unified School District](#)
- First name
- Last name
- School/Facility
- Position/job function
- Hire date
- E-mail address
- Work contact phone number

Please include the following information in the EXCEL SPREADSHEET (view/electronic) format report.

I ask for a determination on this request within 10 days of your receipt of it, and an even prompt reply if you can make a determination without having to review the record [s] in question.

If you determine that any or all of the information qualifies for an exemption from disclosure, I ask that you note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some but not all of the information is exempt from disclosure and you intend to withhold it, I ask that you redact the exempt portion [s] for the time being and make the rest available as requested.

If I can provide any clarification that will help expedite your attention to my request, please contact me at (469) 559-4323. I ask that you notify me of any duplication costs exceeding \$xx before you duplicate the records so that I may decide which records I want to be copied.

Thank you for your time and attention to this matter.

Respectfully,

Support
clcinfiniteco@gmail.com



WARNING: This email is not from an HUSD employee! This email originated from someone outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Jeremy Powell, Ed.D.
Superintendent
Hamilton Unified School District
620 Canal Street
Hamilton City, Ca 95951
530.826.3261 ext. 6005