STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

PUBLIC RECORDS INTAKE CHECKLIST

OFFICE OF LEGAL SERVICES

DGS OLS 01 (Rev. 05/2016)

Tracking Number	DGS Office	Contact Name	Contact Phone

Name of Requestor

FOR OLS USE ONLY: Tracking Number

Address of Requestor	City	State	Zip Code

Phone	Fax	Email

Date of Request	Date Received

Brief description of request/subject matter

Is this a request from the media? ☐ No ☐ Yes, forward to DGS Public Affairs Office.

Date forwarded

Does the request involve records that are…

☐ Routinely requested during the regular course of business?

☐ From a usual customer?

If yes, this is a ROUTINE REQUEST and response should come from your office.

(If you require assistance, contact your OLS attorney.)

Does the request involve records that are …

☐ Possibly confidential/sensitive subject matter?

☐ Related to pending litigation?

☐ Related to a personnel matter?

☐ Correspondence from an attorney?

☐ Correspondence to or from the Governor?

☐ An unusually large number of pages?

If yes, this is NOT a ROUTINE REQUEST and request MUST be copied to and coordinated with DGS - Office of Legal Services.

Date forwarded to OLS _____

(Attach this form and a copy of the request.)

OLS Staff assigned_____ Date _____ (To be completed by OLS.)

10-day letter due: _____

Extension requested: ☐ Yes ☐ No

10-day letter sent: _____

Follow-up due date: _____

Follow-up letter sent: _____

Production Information: (check all that apply – attach file documentation)

☐ No documents found

☐ Documents produced

☐ Inspected at DGS on: _____

☐ Mailed/emailed on: _____

☐ Documents exempted

Working Notes: