

**Subject:** Public Records Act Request

**From:** "Chokshi, Punit" <punit.chokshi@culvercity.org>

**Date:** 9/23/2020, 5:28 PM

**To:** "plgreen@att.net" <plgreen@att.net>

**CC:** "Jones, Onyx" <Onyx.Jones@culvercity.org>, "Clerk, City" <city.clerk@culvercity.org>

Good Evening Mr. Greenberg,

This email is in response to your August 31, 2020 request for records under the Public Records Act. The City has evaluated the categories of documents delineated in your request in an effort to make a determination as to whether the records sought are public records that are subject to disclosure and in the possession of the City. In this instance, there are no documents responsive to your request.

Sincerely,

**Punit Chokshi**

Senior Management Analyst

Finance Department

City of Culver City

(310) 253-5835

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**From:** Clerk, City <city.clerk@culvercity.org>

**Sent:** Tuesday, September 1, 2020 11:11 AM

**Subject:** Les Greenberg - Public Records Act Request

Good morning,

Below you will find a Public Records Request (PRR) for your department.

If you find that this request does not pertain to your department, please notify the City Clerk's Office immediately.

Due to the ongoing COVID-19 emergency, The City's usual ten-day response period for all PRRs is being extended, per the City Manager. This request is due on or before **September 24, 2020**. Please let us know if you are unable to respond to the request by that date due to the documents being inaccessible, or other issues relating to the current emergency and we will continue to extend the deadline. The requestor has already been notified of the deadline.

**It is the responsibility of each department to reply to the request and CC the City Clerk's Office in the response.**

\*California Government Code 6253(c) provides for a 10-day response to public record requests. If you are unable to comply with the 10-day requirement due to the need to (1) search for, collect and examine a voluminous amount of requested records; (2) consult with multiple departments/divisions

within the City, or with an outside agency, which may have responsive records; (3) search for and collect records from an offsite facility; or (4) compile or extract electronic data, which may require IT support, then the 10-day response time may be extended by an additional 14 days. If you believe a 14-day extension is warranted, please contact the City Attorney's Office for guidance.

Thank you,

**Gladys Campos**

City Clerk's Office

City of Culver City

(310) 253-5858

[gladys.campos@culvercity.org](mailto:gladys.campos@culvercity.org)

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**From:** Les Greenberg <[plgreen@att.net](mailto:plgreen@att.net)>

**Sent:** Monday, August 31, 2020 5:21 PM

**To:** Clerk, City <[city.clerk@culvercity.org](mailto:city.clerk@culvercity.org)>

**Subject:** Public Records Act Request

Please provide me with the following:

- (1) From February 3, 2020 to date, for each meeting of the Ad-Hoc Subcommittee on Internal Controls (Subcommittee), the agenda. *(There are no documents responsive to this request)*
- (2) From February 3, 2020 to date, for each meeting of the Subcommittee, the minutes. *(There are no documents responsive to this request)*
- (3) From February 3, 2020 to date, for each meeting of the Subcommittee, all records reviewed by the Subcommittee members at the meeting. *(There are no documents responsive to this request)*
- (4) From February 3, 2020 to date, all records provided by the Subcommittee to Culver City Staff. *(There are no documents responsive to this request)*
- (5) From February 3, 2020 to date, all records provided to the by Culver City Staff to the Subcommittee. *(There are no documents responsive to this request)*
- (6) From February 3, 2020 to date, all records provided to the Subcommittee by Moss Adams LLP. *(There are no documents responsive to this request)*
- (7) From February 3, 2020 to date, all records received by the Subcommittee from the Finance Advisory Committee. *(There are no documents responsive to this request)*
- (8) From February 3, 2020 to date, all records sent from the Subcommittee to the Finance Advisory Committee. *(There are no documents responsive to this request)*

(9) From February 3, 2020 to date, all records provided by the Subcommittee to the City Council. (There are no documents responsive to this request)

(10) All requests for proposals or other notices of requests by Culver City to engage the services of an Internal Auditor. (There are no documents responsive to this request)

Thank you.

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*The City of Culver City keeps a copy of all E-mails sent and received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.*