

RECORD DISCLOSURE REQUEST

ADM-0028 (REV. 5/97)

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PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquires on information maintenance to your IPA Officer.

Instructions For the Requester:For the disclosure of ***Public** records, complete sections A and B.For the disclosure of ***Personal/Confidential** records, complete sections A, B, and C.

(See Reverse Side For The Definitions)

- A. The Public Records Act exempts disclosure of records pertaining to pending claims and litigation to which the public agency is a party. (Gov. Code, § 6254 b) Additionally, federal law broadly prohibits the disclosure of various documents in any action for damages against the state. (Gov. Code § 6254 k and 23 U.S.C., § 409) In order to comply with the applicable provisions of law, **by your signature, you must certify that the material and information sought by you is not pertaining to a pending claim or action for damages, where a public agency is a party.** If a public agency is a party to a pending claim or action for damages, please contact the HQ Caltrans Records Management or District Claims Officer.

REQUESTER'S SIGNATURE

DATE

B. REQUESTED BY

DEPARTMENT/DIVISION/OFFICE OR BUSINESS NAME

BUSINESS PHONE

BUSINESS ADDRESS

CITY

STATE

ZIP CODE

NAME (Typed or Printed)

OCCUPATION

REQUESTER'S SIGNATURE

DATE

DESCRIPTION OF MATERIAL REQUESTED (Indicate Dates & Locations In The Description)

 Public Record Personal/Confidential Record Photographs

THE PRINCIPAL PURPOSE(S) FOR WHICH INFORMATION IS TO BE USED

C. FOR REQUEST FOR PERSONAL INFORMATION ONLY:

If you are not the subject of the personal information requested, be aware that intentional disclosure of the information may subject you to a civil action under Section 1798.53 of the Civil Code. If you are not the data subject, attach a written consent or have the data subject sign below (the voluntary written consent must be within 30 days of the requested disclosure or an agreed written time limit).

I, (print) _____, hereby voluntarily permit the requested information to be released for the described purpose above.

REQUESTER'S SIGNATURE

DATE