

INSERT LETTERHEAD

[Date]

_____ County Animal Services Division
[address]
[city, state]

By Facsimile and U.S. Mail

Re: Public Records Act Request

Greetings:

Pursuant to Government Code §§6250 *et seq*, the California Public Records Act, we are hereby requesting the following information concerning the operations of _____ County Animal Control.

Pursuant to Food & Agricultural Code §32003, all public pounds and shelters shall keep accurate records on each animal taken up, medically treated, or impounded. We seek such information for all shelters owned or operated by the County's Animal Services Division, whether in Salinas or elsewhere in the County:

(1) Records of each animal taken in or impounded for the calendar years 2007 and 2008, and whether the animal was impounded as a stray, an owner relinquished animal, or taken in in some other fashion. The records should be those which specify the date the animal was taken in by the Animal Control, the breed designation listed by Animal Services personnel, and whether the animal was taken in alive, injured or deceased, and the date of disposition (whether by adoption, euthanasia or otherwise). Chameleon software printouts are acceptable.

(2) For the records showing the final disposition of each animal listed in response to Request No. 1, above, provide all documents showing the name of the person who euthanized the animal or the name of the adopting party.

(3) For each person who acted to euthanize an animal for the Animal Services Division for the period January 1, 2007 through the present, proof of any and all training provided to that person in the euthanasia of animals

(4) For each shelter operated by _____ County Animal Control, provide all documents showing the hours of operation of each shelter for the period January 1, 2007 to the present.

(5) A copy of any Animal Control Services Policy and Procedures Manual in effect from January 1, 2007 to the present.

(6) A copy of any feral cat protocols (as allowed pursuant to Food & Agricultural Code §31752.5, subd. (c), in use by the Animal Services Division.

(7) The current list of fees charged by the Animal Services Division, for all services provided by the Division.

As set forth in the Government Code, you must respond to this request within ten days. Cost of copies cannot exceed the "reasonable cost of copying" and cannot include administrative or staff time. Please contact this office as soon as the documents are ready.

Sincerely,