March 3, 2011

Dr. Jane G. Pisano
President & Director
Los Angeles County Natural History Museum
900 Exposition Blvd.
Los Angeles, CA 90007

Via U.S. Mail & Fax: (213) 765-4951

re: Public Records Act Request Human Remains and Artifacts El Pueblo Campo Santo

Dear Dr. Pisano:

The City Project submits this request pursuant to the California Public Records Act (“PRA”), Ca. Gov’t Code §§ 6250, et seq.

We request records constituting, evidencing, referring to, or relating to the matters described in Attachment A.

We are eager to work with you to obtain specific documents responsive to this request, to avoid any unnecessary searches for or production of documents, and to minimize your staff’s time in responding to this request. Please call me to discuss the specific documents sought. We are also happy to meet with you to discuss the specific documents sought.

If you would otherwise intend to provide copies of paper documents, we request that you provide the copies in electronic PDF format instead. We understand that contemporary photocopy machines have the technology to generate electronic PDF copies rather than paper copies. Ca. Gov’t Code § 6253.9(a) states: "[A]ny agency that has information that constitutes an identifiable public record not exempt from disclosure pursuant to this chapter that is in an electronic format shall make that information available in an electronic format when requested by any person . . . ."

If all or part of this request is denied, please provide the name, address, and telephone number of the agency official responsible for the denial and the official responsible for the appeals of denied requests.

If you claim that portions of the requested records are exempt from release, we request that all reasonably segregable, nonexempt portions of those records be released. We reserve our right to appeal the withholding or deletion of any information.
If records are withheld, we request that you specifically identify those records by providing a list of records being withheld with an accompanying explanation of the exemption or privilege being used to withhold the requested records. This list should include the title and a brief description of each of the withheld records, any date or dates associated with each of the withheld records, the author of each record, the recipients of each record, and a list of attachments, appendices, amendments or other materials included with each of the withheld records.

If your search fails to identify the requested records, we ask you to (1) describe in detail the search procedure, including the information about the files that were searched, (2) identify the person or persons who conducted the search, and (3) explain why a more comprehensive search of your offices would be unreasonable.

For purposes of this request, the term “records” includes but is not limited to any written, recorded, or graphic material that is in the agency’s possession, custody, or control, including forms, maps, memoranda, reports, surveys, models, studies, letters, telegrams, facsimiles, electronic correspondence (including e-mail in any form), “Power Point” presentations, and notes, minutes, and transcripts of conferences, meetings, telephone or other communications, and any other record as defined by the PRA, including records in electronic format.

If you contend that this request, or any part, does not reasonably describe identifiable documents, then we request that you promptly provide assistance and suggestions as to the manner in which to identify and describe documents responsive to the purpose of this request. The City Project is ready, willing and able to meet with your staff to discuss any perceived ambiguity in this request. See Ca. Gov’t Code § 6253.1.

Pursuant to the Public Records Act, you are required to respond to this request within ten (10) days. Ca. Gov’t Code § 6253(c).

We are requesting copies without charge, or at a reduced charge, because reduction or waiver of fees would be in the public interest. The City Project is a project of Community Partners, a 501(c)(3) non-profit organization. We further certify that disclosure of the information sought is not in the commercial interest of the requester. We agree not to use the information for commercial purposes.

Should our request for reduced or waived fees be denied, we are prepared to bear the reasonable duplication costs necessary to fulfill this request, although we request that you contact us before processing this request to discuss fees. We reserve our rights to appeal a fee waiver or reduction denial.

If you have any questions regarding this request, please contact Robert García at 213-977-1035. Thank you for your time and consideration.

Sincerely,

Robert García      Elise Meerkatz
Executive Director and Counsel   Staff Attorney
ATTACHMENT A

We request records evidencing, referring to, or relating to the matters described below for the time period from **October 1, 2010**, to the date of your response to this request, unless otherwise indicated:

1. Any human remains, artifacts or things unearthed at the site of La Plaza de Cultura y Artes ("LPCA") project (the "Project Site").
2. The transfer of each item referred to in paragraph 1 above from the possession or control of California State University at Los Angeles or its officers, staff, employees, consultants or agents ("Cal State L.A.") to the possession or control of the Los Angeles County Natural History Museum or its officers, staff, employees, consultants or agents ("Museum").
3. The transfer of each item referred to in paragraph 1 above from the possession or control of any other person or entity to the possession or control of Museum.
4. The date each item referred to in paragraph 1 above came into the possession or control of the Museum.
5. The date each item referred to in paragraph 1 above left the possession or control of the Museum.
6. The custody of each item referred to in paragraph 1 above while each item has been or was in the possession or control of the Museum.
7. The transfer of each item referred to in paragraph 1 above from the possession or control of the Museum to the possession or control of any other person or entity.
8. Anyone who had access to each item referred to in paragraph 1 above from the time each item was transferred to the possession or control of the Museum to the present.
9. Any photographs of each item referred to in paragraph 1 above.
10. Any act or activity performed by the Museum on each item referred to in paragraph 1 above, including but not limited to any examination, photography, x-ray or other activity, visual, physical or otherwise.
11. Any act or activity performed by the Museum on each item referred to in paragraph 1 relating to maintenance, storage and security of such items.
12. Any communications referring to, relating to or evidencing each matter referred to in paragraphs 1 through 11 above, including but not limited to any letters, email messages, faxes, text messages, reports, recordings or telephone calls.
13. Any notes, reports, documents or things referring to, relating to or evidencing each matter referred to in paragraphs 1 through 11 above.
14. Any research referring to, relating to or evidencing each item referred to in paragraph 1 above.
15. Any publications referring to, relating to or evidencing each item referred to in paragraph 1 above.
16. Any notes, reports, documents or things relating to any agreement between the County of Los Angeles, LPCA, or any person or entity involved in the construction of the LPCA Project and the Museum that governs the terms of the Museum’s possession and control of each item referred to in paragraph 1.
17. Any documents or reports relating to the Museum’s policies and practices of handling human remains or artifacts unearthed at burial grounds.
18. Any documents or reports relating to the Museum’s policies and practices of handling human remains or artifacts of Native American origin.