

SOUTHERN MARIN EMERGENCY MEDICAL PARAMEDIC SYSTEM (SMEMPS)

PUBLIC RECORDS REQUEST FORM

The California Public Records Act (CPRA), passed in 1968, requires government records to be disclosed to the public upon request, unless specific privacy or public safety exemptions apply. Government Code §7920.530 defines a public record as *"any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics."*

Please ensure the records you are requesting are under the jurisdiction of SMEMPS.

IMPORTANT: Medical, Patient Care, Billing & Transport Records

Do not use this form for medical, patient care, billing, or ambulance transport records.

- **To Submit Requests for the above records:** Create an account at **chartswap.com**, email **records@webillems.com** or call **800-906-6552**.
- **Legal Subpoenas:** Mail to **SMEMPS, c/o Wittman Enterprises, P.O. Box 269110, Sacramento, CA 95826**.

1. REQUESTOR CONTACT INFORMATION

Full Name: _____

Organization (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ Email Address: _____

2. DETAILS OF REQUESTED RECORDS

Please provide clear, concise, and specific details to help the Custodian of Records locate your items.

Subject / Description of Record(s):

Specific Date(s) or Timeframe: _____

Full Name(s) of Individuals or S MEMPS Member Agencies Involved:

3. SUBMISSION AND FEES

- **How to Submit:** Mail this form to **S MEMPS, P.O. Box 1214, Tiburon, CA 94920** or email the Custodian of Records at records@smemps.org.
 - **Timeline:** S MEMPS has **ten (10) days** from receipt to respond to your request.
 - **Fees:** Copies cost \$0.50 per page, payable by check or money order to S MEMPS. Total cost is based on the final document count.
 - **Questions:** Please email records@smemps.org.
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4. IN-PERSON INSPECTION OPTION

Public records (excluding medical, patient care, billing and ambulance transport records) are open for inspection during regular business hours. To schedule an appointment, please contact the EMS Officer at 415-432-8832 or email the Custodian of Records at records@smemps.org.