

Los Angeles Unified School District

Facilities Services Division

David L. Brewer, III
Superintendent of Schools



Joseph A. Mehula
Chief Facilities Executive
Facilities Services Division

Mark Hovatter
Director
Facilities Contracts

Tybouy Tang-Wong
Manager
Labor Compliance Department

PROCEDURE FOR PUBLIC RECORDS REQUESTS

Please utilize the following procedure for the request of records from the Labor Compliance Department:

1. A separate request must be submitted for each school, project, contract, contractor or subcontractor. For example, a request for records for three schools or three subcontractors will be treated as three requests and multiple invoices will be sent to the requester (**NO EXCEPTIONS**).
2. Requests may be faxed to (213) 241-8356 using the attached form.
3. When a request for records is received, this office will gather the records and send/fax an invoice requesting payment.
4. The requester will have 10 working days to remit payment. Please make checks payable to:
LOS ANGELES UNIFIED SCHOOL DISTRICT.
5. Payment must be sent to the following:

Los Angeles Unified School District
Labor Compliance Department
333 South Beaudry Avenue, 19th Floor
Los Angeles, CA 90017
6. If the requester fails to remit payment within 10 working days, the request for records will be canceled (**NO EXCEPTIONS**).
7. Upon receipt of payment, the Labor Compliance Department will process and mail the request within 10 working days.
NO IN-PERSON OR WALK-IN PICK UP WILL BE PERMITTED.
8. This office will charge the following for each invoice:
 - a. \$10 for handling;
 - b. \$1 for the first page;
 - c. 25 cents for each page thereafter, 10 cents for Non-CPR pages.

Thank you for your cooperation. If you have any questions, please contact the Labor Compliance Department at (213) 241-4665.

**LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
Facilities Contract Services/Labor Compliance Department**

REQUEST FOR PUBLIC RECORDS FORM

| | | | |
|---|--|---|--|
| DATE: | | REQUESTER'S NAME: | |
| ORGANIZATION: | | | |
| ADDRESS: | | | |
| TELEPHONE NO: () - | | FAX NUMBER: () - | |
| SCHOOL/PROJECT: | | | |
| DESCRIPTION OF PROJECT: | | | |
| CONTRACT NUMBER: | | PROJECT NUMBER: | |
| PRIME CONTRACTOR'S NAME & ADDRESS: | | SUBCONTRACTOR NAME & ADDRESS: | |
| License Number: | | License Number: | |
| CONTRACTOR RECORD(S) REQUEST FOR THIS PROJECT <i>(Please Check One Box):</i> | | | |
| <input type="checkbox"/> PRIME CONTRACTOR | | <input type="checkbox"/> SUBCONTRACTOR | |
| RECORD(S) REQUEST FOR PERIOD: | | TYPE OF RECORD (S) <i>(Please Check):</i> | |
| From: | | <input type="checkbox"/> Certified Payroll Records <input type="checkbox"/> Fringe Benefit Statement(s) | |
| To: | | <input type="checkbox"/> Other: _____ | |

I hereby acknowledge that payment must be made in full to the Los Angeles Unified School District – Labor Compliance Program before I or my organization obtain the above-reference record(s).

Requester's Signature

Date

PLEASE FAX OR MAIL THIS FORM

TYBOUY TANG-WONG.
Compliance Manager
Los Angeles Unified School District
Labor Compliance Department
333 South Beaudry Ave., 19th Floor
Los Angeles, CA 90017
FAX: (213) 241-8356

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