



Ross Valley Paramedic Authority

Ross Valley Paramedic Authority Public Records Request

The California Public Records Act (CPRA) was passed by the California Legislature in 1968 for government agencies and requires that government records be disclosed to the public, upon request, unless there are privacy and/or public safety exemptions which would prevent doing so.

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” during normal business. Please ensure the records you are requesting are under Ross Valley Paramedic Authority (RVPA). For example, RVPA has no records related to 911 transcripts, accident reports, and fire incident reports.

Information regarding **patient care record** requests, please submit those through records@webillems.com and any billing requests please call 800-906-6552. All legal subpoenas can be addressed to Custodian of Records, RVPA, 1600 Los Gamos Drive, Ste. 300, San Rafael, CA 94903.

Information to include with your Public records request: Please have the following information for personnel to determine if RVPA has the records you are requesting:

- The subject of the record with clear, concise, and specific description of the record(s) being requested. (e.g.: Meeting minutes from 9.7.2023).
- The date(s) of the record(s), or a time period for your request (e.g.: calendar year 2020).
- Full name(s) for the individual(s) and/or agencies included in your request, including proper spelling.
- Your contact information for response to your request, preferably a phone, email, and address.
- Mail your request to, **RVPA, Executive Officer, 1600 Los Gamos Dr., Ste. 300, San Rafael, CA 94903**. Upon receipt of the request RVPA has ten (10) days to respond to your records request.
- Fees associated with reports are \$.50 per page and payable by check or money order to **Ross Valley Paramedic Authority**. Your total cost will be based on the number of documents requested.
- For any questions, please call 415-473-6095.

Inspection of records: Public records are open for inspection during regular business hours. To make an appointment please contact the EMS Officer at 415-473-6095.