



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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DONALD L. WOLFE, Director

August 2, 2006

IN REPLY PLEASE
REFER TO FILE: GME-3

Geotechnical Consultants/Researchers Working in the County of Los Angeles

REVIEW OF GEOTECHNICAL FILES

In order to safeguard the contents of our geotechnical files and provide enhanced services, we have modified our procedures for reviewing information on file.

Prior to reviewing files, we are requesting that a *Public Records Request Form* be completed and submitted to us by e-mail or fax to our office at least 24 hours prior to inspection. This will allow our staff the time to locate the requested information and prepare it for viewing. We will then contact the requestor regarding the information's availability. Although a copy machine will remain available for use at a cost of \$.03 per page, it is requested that large volumes of material be copied by one our approved bonded blue printing companies.

The form is available on our website at www.ladpw.org/general/forms. On the website, type in "Public Records Request Form" in the "keywords" box and click "search". Select "Public Records Request (01-0039)." Forward the completed form to Aferdina@ladpw.org and Shernan@ladpw.org or fax to (626) 458-4913. Our office hours are from 6:30 a.m. to 5:15 p.m., Monday through Thursday.

If you have any questions or concerns regarding this policy, please contact Mr. Michael Montgomery at (626) 458-4923.

Very truly yours,

DONALD L. WOLFE
Director of Public Works


GREG KELLEY
Assistant Deputy Director
Geotechnical and Materials Engineering Division

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P:GMEPUB\SEC\GEOTECH\FILE POLICY