



OFFICE OF THE DISTRICT ATTORNEY

CALAVERAS COUNTY

BARBARA M. YOOK
DISTRICT ATTORNEY

February 22, 2023

Chad Loder
MuckRock News
DEPT MR 140782
263 Huntington Ave
Boston, MA 02115

RE: Request for Documents under the California Public Records Act

Dear Chad Loder:

The Calaveras County District Attorney's Office is in receipt of your request for records, dated February 21, 2023, made pursuant to the California Public Records Act ("CPRA"). In compliance with Government Code §§7922.535 and 7922.540, this letter constitutes our formal response to your CPRA request.

Your CPRA request for public documents contains 9 items, specifically:

1. "The District Attorney's general retention period for emails."
2. "The District Attorney's office current policies and guidelines related to records management, retention, and disposition."
3. "The current, complete Master Records Schedule for the District Attorney's office, or equivalent master index of records."
4. "The most recent version of California State form STD. 70 (Records Inventory Worksheet) for the District Attorney's office."
5. "The current Department Retention File plan for the District Attorney's office, or equivalent documents."
6. "All in-house requests to delete or destroy records for the dates Sep 1, 2022 through Feb 17, 2023."
7. "Information sufficient to determine how the DA's office performs email searches when searching for public records."
8. "Information sufficient to determine the technical limitations of the aforementioned system(s) for searching emails when it comes to searching and exporting results, such as the maximum file size that can be exported for a single search."
9. "Information sufficient to determine the processes and tools used by the DA's office to redact sensitive information before returning records."

Response

Regarding item 1, one responsive record (County of Calaveras Electronic Media Use and Retention Policy) was located and is being provided to you at no cost.

Regarding item 2, one responsive record (Calaveras County Board of Supervisors Resolution 2012-097) was located and is being provided to you at no cost.

No other responsive records exist.

Thank you for your interest in the criminal justice system. You are welcome to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barbara M. Yook', written in a cursive style.

Barbara M. Yook
District Attorney