Office of Civil Legal Aid (OCLA)

Procedure for Requesting Public Administrative Records

Pursuant to GR 31.1

GR 31.1 – Access to Administrative Records - requires the Office of Civil Legal Aid (OCLA) to publish procedures for requesting public records and to publish forms for making the request. Before requesting records, please review the exemptions found in GR 31.1.

1. A request for public administrative records is to be made on the OCLA Records Request Form.

2. Within 5 working days of receipt of the request, the OCLA Administrative Records Officer (ARO) will provide an initial response to the request and may:

   a. Request additional clarifying information,

   b. Provide the records requested,

   c. Inform the requester that additional time is needed to comply with the request,

   d. Inform the requester that fees must be paid in order to comply with the request (Note: there is no charge for copying and providing 50 pages or less, but research fees may be charged if fulfilling the request requires extensive research). Fees are set according to OCLA's fee schedule.

   e. Inform the requester that OCLA is notifying a person or persons named in the request or to whom the record specifically pertains that the records request has been received and provide such person or persons an opportunity to present to OCLA information opposing the decision,

   f. Deny the request for the reasons stated in the denial.

3. GR 31.1 provides a method for requesting internal review of the ARO's response to the public records request. A request for internal review must be made within 90 days of receiving the ARO's final response. Requests for internal review must be made using the OCLA Request for Internal Review Form.

4. All requests for Internal Review will be considered by the Agency Director. When a request for internal review is received, the Agency Director has 5 working days to respond, schedule a review proceeding, or schedule the review to the earliest practical date. The Agency Director's decision is the final administrative remedy available.

5. In accordance with GR 31.1(d)(3). A person aggrieved by the decision of the Agency's Director may within 30 days of receipt of the final decision file a civil action in superior court.