



# SCHOOLS INSURANCE AUTHORITY

## MEMBER ALERT PUBLIC RECORDS ACT REQUEST September 25, 2025

It has come to our attention that an individual has submitted a Public Records Act (PRA) request to many school districts across California, including several of our member districts. The request seeks “all records from January 1, 2000 through the present—electronic or hard copy—relating to environmental hazards, testing, maintenance, remediation, and funding for every school campus and any other location where students or employees are present.”

At this time, not all districts have reported receiving the request. We encourage you to review incoming correspondence to determine if your district has also been contacted.

As with other PRA requests, here are recommended actions if your district receives the request:

1. Acknowledge receipt promptly in accordance with the statutory timelines, the PRA imposes strict response times, and extensions are limited.
2. Consult with your district’s legal counsel before responding, to ensure compliance with disclosure requirements and to protect sensitive or exempt information.
3. Maintain thorough records of all communications and documents provided.
4. Notify your risk manager or superintendent so that the request is tracked and handled consistently across departments.

For your reference, we are providing a sample response recently issued by Clovis Unified School District, which addresses, amongst other things, the request’s overbreadth. While your district should work with legal counsel to ensure that any response is tailored to your specific circumstances, the sample may serve as a useful starting point. In particular, we want to make sure you are aware of your ability to engage with the requestor to refine overly broad requests into a manageable and reasonable request for identifiable, existing records.

SIA will continue to monitor the situation and share updates as needed. If your district has received this request, or if you have questions regarding best practices in handling PRA matters, please contact Olivia Nelson at [onelson@sia-jpa.org](mailto:onelson@sia-jpa.org) or Raoul Bozio at [rbozio@sia-jpa.org](mailto:rbozio@sia-jpa.org).