

OFFICE OF LEGAL AFFAIRS

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February 25, 2014

Priyah Kaul
Prison Information Project
c/o Professor Margo Schlanger
910 Legal Research Building
University of Michigan Law School
625 South State Street
Ann Arbor, MI 48109

Via U.S. Mail and Email: prison.info.project@umich.edu

Re: Public Records Request

Dear Ms. Kaul:

This letter is in response to your request for public records dated and received on February 14, 2014, for the following:

1. Any current prisoner handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.
2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault. By "**grievance**," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.
3. Any records, created or updated from 2003 to the present, tallying or reporting:
 - The number of grievances filed and resolved each year.
 - The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, *Prison Information Project Public Records Request, p. 2 of 2* health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct)
 - Grievance outcomes or resolutions each year, by subject matter category and year.
 - Statistics or data on length of time to resolve grievances, by subject matter category and year.
 - We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.
4. Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.

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Your request is under review and a 14-day extension of time is necessary under Government Code Section 6253(c) to determine whether the requested documents may be publicly disclosed. Additional time is necessary to make the determination due to the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

I expect to provide you with a determination by March 10, 2014.

My office shall notify you if and when the records are available. This letter is also to advise you of the duplication costs. CDCR charges \$.12 cents per page for copies made pursuant to the Public Records Act, which must be received prior to sending out the documents. You will be advised of duplication fees once the records are collected and copied.

Should you have any questions or concerns please feel free to contact me at (916) 445-5298 to discuss this matter further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kathryn Clark', with a stylized flourish at the end.

Kathryn Clark
Attorney
PRA/Intake Unit