

Lee Willoughby, Director
Office of Court Construction and Management
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3688

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REQUEST FOR PUBLIC RECORDS

Background : The Office of Court Construction and Management is currently in the process of locating a new Court facility in the City of Banning, California ("the facility"). The following request is made in regards to this particular project only.

Request is hereby made for copies of any and all documents that relate to your office' interaction with the **Banning Cultural Alliance**, a 501 (c), (3) non-profit organization.

In particular, this request includes but is not limited to :

- A. all correspondence, emails, memoranda, contracts, agendas of any meetings, notes or minutes of meetings between your office and the Banning Cultural Alliance.
- B. any other documentation that would show that the Banning Cultural Alliance was in any way a factor in your office's decision to locate the facility within the City of Banning

Please understand that the details set forth in this request are **not exclusive** of any other records, which, though not specifically requested, would have a **reasonable relationship to the subject matter of this request**.

I understand there is a nominal fee for the replication of these records. Please notify me as soon as possible so I may remit the proper amount. In the event the cost of replication exceeds \$ 100.00, then please notify me before making copies.