



Office of Executive Vice President
Felipe R. Lopez
Executive Vice President of Business Services /
Assistant Superintendent

May 8, 2023

VIA E-MAIL ONLY

apark0006@student.cerritos.edu

Amy Parker

Re: California Public Records Act Request

Dear Ms. Parker,

This correspondence constitutes the Cerritos Community College District's ("District") response to your California Public Records Act ("CPRA") request received by the District via email on April 28, 2023. Specifically, you requested:

"All documents relating to the District's decision to withhold teaching assignments from full-time staff (in general, further details snipped), as was communicated to affected staff."

Under the CPRA, a "public record" is defined as, "any writing containing information related to the conduct of the people's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." (Government Code § 6252(e)).

The District has determined that some items in your request identify public records in the possession of the District (Government Code section 6253, subsection (c)).

Enclosed you will find documents that are defined as a public record.

Please feel free to contact me if you have any questions regarding the above.

Sincerely,

Felipe R Lopez, MBA
Executive Vice President of Business Services/
Assistant Superintendent

Enclosed:

Attachment 1 - Canvas Log Data

Attachment 2 - Survey

Cerritos Community College District

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