



## CUSTODIAN OF RECORDS NOTIFICATION

**The Custodian of Records (COR) is the individual(s) designated by an agency as responsible for the security, storage, dissemination, and destruction of the criminal records furnished to the agency and who serves as the contact for the Department of Justice (DOJ) for any related matters as specified in Penal Code section 11102.2.**

### Agency/Organization Information

Agency Name	AORI	Mail Code	
Address	City	State	Zip Code
Contact Person	Title	Phone Number	

### Custodian of Records Information (additional names may be submitted on a separate sheet)

Custodian Name
Custodian Name
Custodian Name

**The individual(s) listed on this form is/are currently serving in the capacity of Custodian of Records and has/have been confirmed by the Department of Justice as the Custodian of Records for the agency listed above.**

\_\_\_\_\_  
Signature of Agency Contact

\_\_\_\_\_  
Date

Mail form to:

California Department of Justice  
Bureau of Criminal Information and Analysis  
Custodian of Records Unit  
P.O. Box 903417  
Sacramento, CA 94203-4170



## CUSTODIAN OF RECORDS NOTIFICATION

---

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice collects the information requested on this form as authorized by Penal Code section 11102.2(h). The CJIS Division uses this information to notify the Department of Justice of the individual or individuals currently serving in the capacity of Custodian of Records for the applicant agency. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at: <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to notify the Department of Justice of the individual or individuals currently serving in the capacity of Custodian of Records for an Applicant Agency, we may need to share the information you give us with other law enforcement or regulatory agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law;

**Contact Information.** For questions about this notice or access to your records, you may contact the Custodian of Records Unit manager by phone at (916) 227-3852, by email at [COR@doj.ca.gov](mailto:COR@doj.ca.gov) or via mail at:

California Department of Justice  
Bureau of Criminal Information and Analysis  
Custodian of Records Unit  
P.O. Box 903417  
Sacramento, CA 94203-4170