**Protocol on Public Record request:**

For each school district follow these steps:

1. **Find out who to contact:**
   1. Google search on whether school district has its own Public Record Request portal or contact info.
      1. For example, the Garden Grove school district has its own webpage (<https://www.ggusd.us/departments/office-of-records-management/public-records-requests>)
      2. We can submit the request directly to the email address provided here
   2. If a) is unsuccessful, then call up school district at the provided phone number of the provided spreadsheet.
      1. Navigate the dial menu to get to the right person
      2. Once you have found the right person under i, follow this script to find out where to submit the public request:

*Hello, my name is [] and I am calling you on behalf of Professor Martin Hackmann from UCLA. We are conducting a research study on the procurement in school nutrition programs.*

*We would like to submit a* ***public record request*** *on bid tabulation data on public school food procurements.*

*Can you provide me with a contact on who handles public record requests regarding records collected and maintained by the school district?*

*An email address and phone number would be very helpful to submit our request.*

*Thank you very much.*

1. **Submit a Public Record request**

To: [contact from step 1]

Subject: Public Record Request: Bid Tabulation Data on School Food Procurement

Message: Dear Sir or Madam,

I am contacting you regarding a data inquiry for a research study conducted at UCLA. In collaboration with Professor Martin Hackmann, we are investigating procurement practices in school nutrition programs.

To this end, we are collecting **bid tabulation data on public school food procurements** from different school districts. The ideal data would go from 2018 to the present and would provide detailed information on:

* solicited quantities by food item and procurement.
* bids/prices for winning and losing bids by food item and procurement

The following link <https://garlandisd.net/search?keys=bid+tab+food>

(e.g. under 17-Oct) gives an example of the data that we're looking for, provided in this case by a school district in Texas.

Thank you very much for your consideration,

1. **Document Contact information and date of email inquiry in spreadsheet**
2. **Follow up after 15 business days, if you haven’t heard back via phone.**

Use this script: [on the phone or email if you don’t have the phone number]

*Hello, my name is [] and I am calling you on behalf of Professor Martin Hackmann from UCLA. We are conducting a research study on the procurement in school nutrition programs.*

*I submitted* ***public record inquiry*** *on bid tabulation data on public school food procurements.*

*I am calling to follow up on whether you have received our request this and to hear if we can provide any additional information.*

1. **Follow up (via phone) after 5 business days, if you haven’t heard back.**
2. **Continue with 5) three times if unsuccessful**
3. **Save data if any response in the directory XY.**

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1. **Culver City** 
   * September 13th
   * <https://culvercity.nextrequest.com/passwords/new?email=mbhackmann%40gmail.com>
   * https://culvercity.nextrequest.com/requests/new
2. Santa Monica
   * <https://www.santamonica.gov/process-explainers/how-to-request-public-records>
   * Pw: Pubrecords2023
   * September 13th
   * Log into account