

RECEIVED

Feb 07, 2023

BY: DISCLOSURE OFFICE

Christine Grab

February 7, 2022

Via email: disclosurepra@ftb.ca.gov

Dear FTB Disclosure Department:

In accordance with the California Public Records Request Act, Government Code 7920 et seq, I am writing to request the following information:

1. A copy of the Oath of Affirmation for the following FTB employees (some are former employees, but I believe you still maintain their oaths in your records):

Jozel Brunett

Angelia Goff

Jacquelyn Griffin

Christopher Hicks

Grace LeBleu

Selvi Stanislaus

2. When someone files a Protest in response to a notice of an imposition of a penalty, which department is responsible for processing the Protest? Could you please give me the name(s) of the manager(s) of this department from 2010 through 2018? Will you also provide copies of their Oath of Affirmation(s)?

3. Could you please tell me the name of the manager(s) of the Executive and Advocate Services department in 2016 - 2020? Will you also provide copies of their Oath of Affirmation(s)?

4. Could you send me the minutes for the 2016 and 2017 Annual Taxpayer Bill of Rights Meetings?

I appreciate your attention and prompt response to these matters. Please email your response to

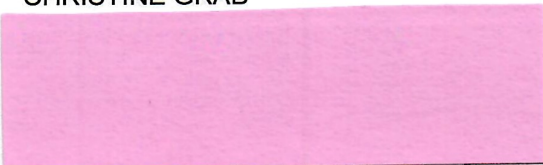
Regards,

  
Christine Grab



February 17, 2023

**VIA EMAIL ONLY**  
**CHRISTINE GRAB**



RE: Public Records Act Requests

Dear Ms. Grab:

We are responding to your emails dated February 7, 2023, February 9, 2023, and February 11, 2023 under the California Public Records Act (PRA), Government Code section 7920.000, et seq. The PRA does not require us to answer interrogatories.

Regarding item numbers 1 and 3 in your February 7<sup>th</sup> request, employees do not take an Oath of Affirmation. However, every state employee must sign STD 689, Oath of Allegiance before beginning the duties of their employment (Government Code sections 1360, 1362-1369 and Section 3 of Article XX of the Constitution of California). Therefore, we have enclosed copies of the requested Oaths of Allegiance for the employees you identified or described.

Regarding item number 2 in your February 7<sup>th</sup> request, various business areas within FTB handle protests to penalties, depending on the type of penalty imposed. Please specify the type of penalty to which you are referring in your request in order for us to identify the employee(s) whose Oath of Allegiance you are requesting and provide the appropriate responsive records.

Regarding item number 4 in your February 7<sup>th</sup> request, we have enclosed the meeting minutes you requested.

Regarding your February 9<sup>th</sup> request, we have no records responsive to your request.

Regarding item numbers 1 and 2 in your February 11<sup>th</sup> request, FTB does not have a document called a "Standard Operating Procedure Manual". However, it appears you may be citing a section from our Collections Procedure Manual, which is available on our public website at the following web address and may be responsive to your requests: <https://www.ftb.ca.gov/tax-pros/procedures/collection-procedure-manual-index.html>

We have no other records responsive to your requests.

In general, FTB charges duplication costs for records produced under the California Information Practices Act and Public Records Act. The first 49 pages of records requiring duplication that we produce during the calendar year are free. All remaining pages (beginning with page 50) will be subject to a duplication fee of 10 cents per page (plus any storage media cost). Please note that



OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA

STD. 689 (REV. 7-75)

(Complete Parts 1 and 3 or Parts 2 and 3)

PART 1 - OATH OF ALLEGIANCE

WHO MUST SIGN OATH - Every State employee before he/she enters upon the duties of his/her State employment, except legally employed noncitizens. The oath is not required of noncitizens; however, the Declaration of Permission to Work is required. If an alien employee becomes a naturalized citizen, an oath must then be obtained and filed.

WHEN OATH MUST BE SIGNED - Before entering upon the duties of their employment. For intermittent, temporary or emergency employments an oath or affirmation may, at the discretion of the employing agency, be effective for all successive periods of employment which commence within one calendar year from the date of the oath.

WHERE OATHS ARE FILED - All oaths for State employees, State Civil Defense Volunteers, members of the California National Guard or California Defense and Security Corps shall be filed in the official employee file within 30 days of the date the oath is executed.

FAILURE TO SIGN OATH - No compensation or reimbursement for expenses incurred shall be paid to any public employee or civil defense worker by any public agency unless such public employee or civil defense worker has taken and subscribed to the oath or affirmation.

PENALTIES (Government Code)

"3108. Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he/she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years."

(TYPE OR PRINT NAME OF EMPLOYEE)

I, ANGELIA JEANE MITCHELL, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

PART 2 - DECLARATION OF PERMISSION TO WORK

I am a lawful permanent resident alien of the United States.

[ ] YES [ ] NO

If NO, please read the following:

I hereby certify, that I have permission to work in this country and have declared any restrictions placed upon me in this regard by the United States government to the appointing power.

PART 3 - SIGNATURE AND CERTIFICATION (NO FEE MAY BE CHARGED FOR ADMINISTERING)

SIGNATURE OF EMPLOYEE

Angelia J. Mitchell

STATE DEPARTMENT OR AGENCY

D.T.B.

SUBDIVISION OR UNIT

TEMPS

Taken and subscribed before me this

17 day of January

SIGNATURE OF AUTHORIZED OFFICIAL

Sandy Johnson

TITLE

OATH

(SEAL)

Oath may be administered by a person having general authority by law to administer oaths - or may be administered by the appointing power, or by a person for whom written authorization to witness oaths has been executed by the appointing power. The appointing power maintains a file of such authorizations.

DDM Exhibit 5-3 of 3