


<b>Labor Commissioner, State of California</b> Department of Industrial Relations Division of Labor Standards Enforcement 2031 Howe Ave., Suite 100 Sacramento, CA 95825 (916) 263-2896 (916) 263-2906	
Ruff Services P.O. Box 1905 Hawaiian Gardens, CA 90716	
DATE 01-31-2003	IN REPLY REFER TO CASE NO. 40-13118/007

## REQUEST FOR CERTIFIED PAYROLL RECORDS

PROJECT NAME Various LAUSD School Locations--Field Survey Services	Contract No.
PRIME CONTRACTOR	
SUB-CONTRACTOR Ruff Services	

This letter constitutes a formal request for public works payroll information as authorized by Section 1776 of the California Labor Code.

Within ten (10) calendar days from receipt of this request, please submit certified copies of time and payroll information for all workers who were employed by **Ruff Services** on the above identified public works job during the period from **beginning of project through January 23, 2003.**

The required format for this information and certification is set forth on the attached public worked payroll reporting form. The person certifying to these copies must be the contractor or an agent authorized to act on behalf of the contractor.

Failure to provide these certified copies to the Division within ten (10) calendar days of receipt of this request will subject the contractor to a penalty of twenty-five dollars (\$25.00) per calendar day or portion thereof for each worker until the copies are received (Labor Code Section 1776(g)). Such penalties shall be withheld from progress payments then due.

In addition to completing the enclosed reporting forms, you are also required to complete the Public Works Fringe Benefits Statement.

Sincerely,

STATE LABOR COMMISSIONER

By



Ken Lewis  
Office Assistant

cc: