

POLICY TITLE: California Public Records Act Response Procedures

POLICY: 1057

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. The District adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

1057.1 District staff will encourage Public Records Act request to be submitted in writing on a form approved by the Board of Directors. However, if the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, or any other record that is publicly available on the District's website, staff will assist the requestor to locate the records in question.

1057.2 Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, to advise the requester whether records will be disclosed. Staff may extend the ten-day preliminary response period for an additional 14 days when the request requires staff to collect the records from field facilities or other outside establishment or where the request requires staff to search for, collect or examine a voluminous amount of records.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
- e) The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: [\$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's-\$5.00, DVD's \$10.00]. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

1057.3 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

1057.4 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

[District]
REQUEST FOR PUBLIC RECORDS

| | |
|-----------------|----------------|
| Date requested: | Date required: |
|-----------------|----------------|

Please list each document, file, or record separately

- I wish to
- Review
 - Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the [District] for copies at the rate of \$1.00 for the first page and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization: _____

Mailing Address: _____

Phone Number: () _____ Signature: _____

FAX Number: () _____ Email: _____

| FOR INTERNAL USE ONLY | | |
|--|------------------|-------------|
| Approved <input type="checkbox"/> Denied <input type="checkbox"/> | Signature: | |
| Reason, if denied: | | |
| Disposition of Request: Documents/response provided on (date) | | |
| By: <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Delivered <input type="checkbox"/> Verbal <input type="checkbox"/> Phone | | |
| Comments: | | |
| Date Completed: | Staff Member(s): | Staff Time: |