

BOARD OF DIRECTORS MEETING

September 10, 2020

ITEM 5

PRESENT A PUBLIC RECORDS ACT POLICY

BACKGROUND AND SUMMARY

From time to time, the District receives requests for public records. The State Public Records Act governs the District’s response to these requests. However, the process is often misunderstood. The Special District Leadership Foundation recommends that special districts adopt a policy to guide staff in complying with records’ request. According, staff recommends that the Board adopt the attached resolution adopting the new Policy 1057.

Policy 1057 would formalize the District’s current process. Staff would encourage requestors to put their requests in writing. Within ten days, staff will send the requestor a preliminary response, advising whether the District has and will release records responsive to the request. Staff may extend the period for the preliminary response If the records are voluminous or if they must be collected from field offices or from separate entities. Staff will produce the records as required by the Act (i.e., after redacting any material that is exempt from the Act).

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board hear public testimony, consider the proposed draft policy and adopt the draft resolution.

ATTACHMENTS

- Resolution
- Public Records Act Policy

SUBMITTED BY:

Ann Danforth
General Counsel