

Suggested Policy and Format. Agency Specific policies should be developed in consultation with agency legal counsel, Board of Directors and appropriate regulatory agencies.

AGENCY PUBLIC RECORDS REQUEST POLICY

This policy is intended to assure that AGENCY complies with the California Public Records Act (Gov. Code § 6250, et seq.) (CPRA). The manner in which AGENCY records are maintained is set forth in Policy No. 5, Records Management.

1. DEFINITIONS

“Public Record,” as defined by the CPRA, means “any writing containing information relating to the conduct of the public’s business that is prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” See the definition of “Writing” below for more information.

“AGENCY business record” means a writing that is prepared, owned, used, or retained by the agency because it contains information related to AGENCY business.

“Writing” includes, but is not limited to, handwriting, printing, photographing, photocopying, scanning, transmitting by electronic mail or text message (including symbols and emoticons), and every other means of recording information. It also includes any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record created, regardless of the manner in which the record has been stored.

2. GENERAL

Consistent with AGENCY Policy No. 5, responses to records requests shall be fully compliant with the CPRA and all other applicable laws. Except for records exempt from disclosure by law, records responsive to a request that reasonably describes identifiable AGENCY business records shall be made available to the requesting party.

3. PROCEDURE

Requests for Copies of AGENCY Business Records

Requests for copies of AGENCY business records may be made by email or in writing. The AGENCY website contains a link to facilitate requests from the public, publicrecordrequest@AGENCY.org. It is the responsibility of the Clerk of

the Board or their designee to monitor the email account, notify the Executive Director of incoming requests and forward the request to appropriate staff for timely response.

It is the responsibility of AGENCY staff to promptly notify the Executive Director of requests for public records received in writing. The Executive Director will assign appropriate staff to address the request.

Requests must be focused and sufficiently clear so that AGENCY staff can reasonably identify the record or records that are being sought. If AGENCY receives a request that does not sufficiently describe an identifiable record, AGENCY will contact the requesting party and attempt to assist the requester in making a focused and effective request that will result in disclosable records. Reasonable restrictions may be imposed upon general requests for voluminous classes of documents.

Records that are exempt from disclosure under the CPRA or other applicable law will be redacted or withheld pursuant to the CPRA. The reasonably segregable portion of the record shall be made available after deletion or redaction of the portions that are exempted by law and a copy shall be provided unless it is impracticable to do so.

Copies of disclosable records will be provided by the Clerk of the Board or their designee through the publicrecordrequest@AGENCY.org within the timelines described below. If a delay occurs, the requester will be notified of the reasons and offered the ability to inspect any portion of the record that is available.

In the event the requester does not provide an email address, the Clerk of the Board will mail the response to the physical address provided. The original request and the response will then be retained in the **(yet to be named file on the S drive)**

Requests for Access to Inspect Specific Files

AGENCY business records are open to inspection at all times during AGENCY office hours and every person has a right to inspect any disclosable record. To permit sufficient time for AGENCY to collect the records for review, it is recommended that the requester describe the records with sufficient specificity ahead of time to enable AGENCY to identify the records sought and schedule an appointment with AGENCY staff to view the records. AGENCY staff will be available to assist the requester during the inspection and will be present during the review to ensure that no records are removed or altered. If the requester asks for photocopies of records, AGENCY staff will arrange for payment by the requester in advance of the copies being made

and will promptly make requested copies available to either be picked up at the AGENCY offices or mailed.

Response Time

AGENCY shall determine within ten calendar days from receipt of the request if the request, in whole or in part, seeks copies of disclosable records in the possession of AGENCY. If additional time is needed pursuant to the CPRA, AGENCY will provide an estimated date and time when the records may be made available.

If responsive records exist but will not be produced because they are exempt under the law, AGENCY will notify the requester of the reason(s) for that decision. AGENCY will assist members of the public in identifying records and will provide suggestions, if any, for overcoming any practical basis for denying access to the records sought.

4. FEES

Duplication

When applicable, records will be provided electronically through email. If hard copies are requested, there may be a charge to cover the direct costs associated with duplication.

There is no charge for photocopies or printouts totaling less than ten pages or for records that have been pre-prepared by AGENCY for public distribution. For ten or more pages, the printing and photocopying fee currently is 15 cents per page. If the record is larger than 8 ½ inches by 14 inches, then AGENCY will determine the direct cost of duplicating that record regardless of the quantity of pages. AGENCY will provide an invoice for any charges due, including the direct cost to mail documents if the requester chooses not to pick them up at the AGENCY offices. These charges are due and payable upon receipt of the invoice and must be paid prior to duplication.

Electronic Media

If the requester seeks production of the records on a flash drive or other storage medium, AGENCY will provide an invoice for any charges due, including the direct costs of the flash drive or other storage medium and for the direct cost of mailing if the requester chooses not to pick it up at the AGENCY offices. These charges are due and payable upon receipt of the invoice and must be paid prior to production of the records.

Data Compilation or Extraction

A request to AGENCY for information that requires data compilation, extraction, or programming to produce the record is not a request for an existing identifiable record and therefore is not required to be produced under the CPRA. If AGENCY determines in its sole discretion that it will produce such a record through the performance of additional work, the requester shall bear the full direct costs associated with generating the record, including any staff or consultant time. AGENCY will provide an invoice for any charges due. These charges are due and payable upon receipt of the invoice and must be paid prior to duplication.

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