

POLICY TITLE: Public Records Information Requests Policy
POLICY NUMBER: 2006

2006.10 Purpose. The California Public Records Act (Government Code Section 6250 et seq.) provides California citizens with rights to access to records held by public agencies. The purpose of this policy is to clarify for the public the process by which the District will respond to requests for records under the Public Records Act.

2006.20 Procedure. Public records requests are to be completed in writing and given to the District General Manager/Secretary. A “Public Records Request Form” is available at the District Administrative Office or District website www.pbcasd.org/publicrecords_request.html Requests for records also can be made by letter or email. Requests should be sufficiently specific and focused to enable proper identification, location, and retrieval of the records. The District makes every effort to:

- Assist the requester in identifying public records specifically responsive to the intent or purpose of the request;
- Help identify the electronic or physical location in which the public records exist;
- Allow District staff to provide suggestions for overcoming any practical barriers to disclosure of the public records sought; and
- Determine whether requested documents are public disclosable or restricted non-disclosable information.

The District does not provide documents on a rolling basis; if new or supplemental information is desired, a new request must be submitted. All Requests for Public Records should be submitted to the Board Secretary or designated representative.

The members of the public may gain access to public records in two ways – inspecting the record at the District Administrative Office or obtaining a copy from the District. Upon receipt of a written or email request, the District will notify the requester within ten (10) calendar days of the request whether the District possesses the disclosable public records requested. If the District has custody of such records, the District will notify the requestor in writing when the documents will be provided or made available for inspection.

The District may extend the ten-day (10-day) response time for a period of up to fourteen (14) additional calendar days in the event that the request requires the District to:

- Search for, collect, and examine a large volume of separate and distinct records;
- Consult with another agency having an interest in the request;
- Obtain records from offsite archives; or
- In the case of electronic records, compile data, write programming language or a computer program, or construct a computer report to extract data.

2006.30 Inspection. If the request seeks inspection of numerous records, the District and the requestor will agree on a mutually agreeable time for the inspection. Individuals inspecting the District’s public records shall not destroy, mutilate, deface, alter, or remove any such records from the District facilities. The District reserves the right to have a staff member

present during the inspection of public records, or to take other precautions in order to ensure integrity of records. There is no fee to inspect the records.

2006.40 Copies. If copies of records are requested, there will be a reproduction fee that will be charged as stated on the Public Records Request form. The fee will be determined by the District General Manager annually, but will not exceed the cost of providing the service or the fee charged by local copy service companies.

2006.50 Records Exempt From Disclosure. Certain categories of confidential records are not subject to disclosure under the Public Records Act. These records include but not limited to:

- Preliminary drafts of certain documents that are not retained by the District in the ordinary course of business.
- Records related to pending litigation.
- Attorney-client communications.
- Personnel records, medical information, or other similar records the disclosure of which would constitute an unwarranted invasion of personal privacy.
- Confidential personal information on an application, i.e. home address and telephone number, financial information.
- Corporate financial and proprietary information, including trade secrets.
- Architectural site plans that contain a copy-righted architectural seal.
- Names and addresses on customer service and code complaints.
- Materials relating to ongoing complaints and investigations.
- Records protected by state or federal law.

2006.60 Compliance with Law. The District will respond to public record requests in accordance with the terms of the California 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.