

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT PUBLIC RECORDS REQUEST POLICY

~~<add training component for all employees>~~

~~September 20, 2018~~

~~It will be the policy of the board of directors to revise this statement by changes, additions, or deletions at any time it is felt necessary, so long as it is decided by simple majority vote in a regular meeting of the board.~~

~~The RCD shall respond to a public records request for RCD documents within 10 days from receipt of the request. (Government Code section 6253 (c)). The time may be extended, in unusual circumstances, by no more than 14 days through written notice from the president or designee of the RCD to the requesting party. Unusual circumstances include a request that requires an extended search, the records requested are voluminous, or the request requires consultation with another agency. The RCD shall state the estimated date and time when the records will be made available, either by photocopying or inspection at the RCD office during normal business hours. A minimum fee of \$0.15/page will be applied by the RCD for cost of photocopying.~~

~~Public requests for NRCS documents will be referred to the NRCS representative.~~

~~~Bob~~~

~~Board of Directors~~

~~Calaveras County Resource Conservation District~~

### Purpose

The public's right to access information concerning the conduct of the people's business is a fundamental and necessary right. (Government Code Section 6250). The California Public Records Act (CPRA), see California Government Code sections 6250 through 6270, permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. The purpose of this policy is to affirm the public's right to access district records and to set forth the district procedure to ensure accessibility of information to members of the public in accordance with the CPRA.

### Policy and Procedure

#### Responsibility

It is the responsibility of the executive director (PRA Officer) to respond to CPRA requests for district documents. Prompt access to public records is required by the CPRA (Government Code 6253). Decisions as to what documents may or may not be subject to disclosure shall be made in accordance with the CPRA, and under the guidance of District Counsel and/or publications by the California Attorney General's office.

#### Response to Request

The District will acknowledge receipt of a CPRA request upon its receipt, and give the requesting party an estimated date and time when the records will be made available, either by emailing, photocopying, by scanning, or via inspection of original records at the District office during normal business hours.

Requests must be reasonable. Requests need to describe existing, reasonably identifiable records that are relevant to the business of the district. Requests do not need to be formal or technically accurate. Requests need not cite the PRA statute or other legal provisions. Requests for documents will not be rejected due to technicalities.

State law permits the requestor to keep his or her identification, contact information and any organizational affiliation private. The district will ask the requestor to provide this information as a courtesy, however, to facilitate communication with the requestor in response to the request.

The PRA officer will assist the requestor to make a focused and effective request. Example: The requestor states, "I'd like information about the amount of money the district is receiving in grants this year." The PRA Officer would then work with the requestor to clarify which type of grants, and whether the requestor seeks a grand total or by grantee. The goal is to provide the requestor with information that is as relevant to his or her specific needs as possible.

The district will deliver the requested district documents promptly and within ten (10) business days from the receipt of the request. The time may be extended in unusual circumstances by no more than fourteen (14) days through written notice from the executive director to the requesting party. Unusual circumstances include those requests that require an extended search, when the records requested are voluminous, or when the request requires consultation with another agency.

#### Cost to Produce Documents

The District may charge the requestor for the direct costs of reproduction for any document photocopied and delivered, but shall not charge for documents reproduced

and transmitted solely by electronic means if the recipient is willing to accept the documents via email, or is willing to provide an electronic device upon which to copy the documents. The District will not charge for staff time to produce the documents. In the event the District will charge for the reproduction of the documents, the estimated cost will be relayed to the requestor prior to reproduction to ensure they are willing to pay the required costs. The executive director has the authority to waive production costs in the interest of making the documents transparent and accessible.

#### Policy Change Log

| Date | Action |
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