

Lake Shastina Community Services District Policies

Approved:
6/18/2014

Revised:
9/20/2017

POLICY TITLE: Public Records Act Document Request
POLICY NUMBER: 1055 (Previously Policy #2050)

1055.1 Per Government Code § 6250-6270, members of the public will be granted access to public records if the records are subject to disclosure. Individuals requesting copies of public documents may submit a Public Records Act Copy Request Form or other form of written request and shall be charged a reasonable fee based upon the cost to produce the copy to defray expenses associated with the copying process, per the District's current Board-approved schedule of fees. The District shall respond to the request within 10 days of receipt. Requests for records may be extended by written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would be greater than 14 days. See Government Code § 6253 (c).

1055.2 Customer records of the District, per government code, are protected by privacy laws and are not considered public records. The District is under no obligation to create new documents to respond to a records request, fill out checklists, answer questions, or put a record into a different format, such as converting information into an electronic format. Government Code § 6254 addresses exemption of particular records.

1055.3 Copies of agendas and supporting documents (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of agendas based on normal audience attendance shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of agendas prior to the Board meeting will be charged per sheet according to the schedule of fees. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings. Copies of the agenda shall also be available on the District's web site.