



## **PUBLIC RECORDS REQUEST**

**(California Public Records Act, Government Code section 6250, et seq.)**

### **General Purpose of the Act:**

The purpose of the California Public Records Act (CPRA) is to enable the public to have access to information needed to monitor the functioning of government. The public has a right to inspect public records during the office hours of any government agency and to request and obtain copies of records subject to the payment of fees covering the direct cost of duplication or a statutory fee if applicable. The CPRA contains a number of exemptions for certain classes of documents. These exemptions generally cover documents that are privileged or confidential, or which would infringe on the individual right to privacy. Examples of some common exemptions include documents protected by attorney client privilege, attorney work products, preliminary draft documents not retained by the agency in the ordinary course of business, and personnel records for which the disclosure would constitute an unwarranted invasion of privacy.

### **Time Periods to Respond to Requests:**

#### **10-day initial response to requests for copies of records**

The District will determine within 10 calendar days starting after the date of receipt of a request whether the request seeks copies of identifiable public records that may be disclosed and will promptly notify the requester of this determination. If the request is received after business hours or on a weekend or holiday, the next business day will be considered the day of receipt. Similarly, if the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request. If there are identifiable public records, then the determination will state the estimated time and date when records may be available for inspection or copying.

#### **Extension of initial response time for copy requests**

In unusual circumstances, the time limit to initially respond may be extended by written notice from the District General Manager or his or her designee to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be made; under no circumstances will the extension exceed an additional 14 days. Circumstances requiring such extensions include (a) the need to search for records in field facilities or separate offices, (b) the need to search through a voluminous amount of records, (c) the need to consult with another agency with a substantial interest in the record, and (d) the need to compile data or to create a computer program to extract the data.

