

Mission Oaks Recreation and Park District PUBLIC RECORDS POLICY

(A copy of the full policy is available upon request)

Non-exempt public records maintained by the District shall be available by the public for inspection during regular business hours, in accordance with Government Code section 6250 et seq. The District may refuse to make available records that are exempt from disclosure pursuant to Government Code section 6254 or other applicable law. The District shall not disclose records that assess vulnerability to terrorist attack or other criminal acts intended to disrupt the District's operations or the disclosure of which would compromise the workplace security of the District's facilities, operations, or personnel.

All requests for inspection or copies of public records, other than forms and documents routinely distributed to the public, shall be forwarded to the District Administrator (call 916-488-2810) or his/her designee to determine whether a record is exempt from disclosure. District employees shall not provide to anyone who does not work for the District any record deemed exempt from disclosure by the District Administrator without his/her express authorization. The District Administrator or his/her designee shall not disclose such records to anyone not employed by the District without first consulting with District legal counsel.

Members of the public **who wish to inspect or obtain copies of any public record must submit a request** to the District Administrator or his/her designee specifying the desired records. Requests should be specific, focused, and not unreasonably interfere with the ordinary business operations of the District. The request should sufficiently describe records so that identification, location and retrieval of the records can be achieved in a timely manner by District personnel, and should require the name and address of the requestor and a telephone number. The District shall require the name and address and positive identification of any person requesting to inspect or receive copies of records relating to the location, construction, operation, or maintenance of District facilities or property, along with a statement of the purpose for the inspection or receipt of copies. Positive identification may be established by a California driver's license, California identification card, or other official photographic identification. If the member of the public is unsure how to phrase a request, the District shall provide assistance as required by Government Code Section 6253.1.

A reasonable effort will be made to locate requested records. If the document requested cannot be located after a reasonable search, the requesting party shall be so advised. The District shall, within ten (10) days of receipt of the request, determine whether the request, in whole or in part, seeks disclosable public records that are in the possession of the District and shall promptly notify the requestor of the determination by sending the requestor a letter of determination.

If the District determines that the request seeks disclosable records, **the District will state an estimated date and time when the records will be made available** in its letter of determination. The District will not delay in producing the disclosable records but may designate an estimated date for production which is later than the ten or fourteen additional days permitted by law for the initial determination in order to review, redact as necessary and copy responsive documents. If the District determines that the records requested are not disclosable, it will state the reasons therefore in its letter of determination and the name and title of the person responsible for the denial.

A member of the public requesting inspection of District records shall be assisted by the District Administrator or his/her designee during regular office hours at a time arranged between the District and requestor. The operational functions of the District will not be suspended to permit inspection of records during periods in which District personnel in the performance of their duties reasonably require such records. Physical inspection of the records shall be permitted within the District's offices and under the conditions determined by the District. District employees shall not provide records deemed to be exempt from disclosure by the District Administrator or his/her designee to members of the public. Upon either the completion of the inspection or the oral request of department personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting District's records shall not destroy, mutilate, deface, alter, or remove any such records from the District office. The District reserves the right to have District personnel present during the inspection of records in order to prevent the loss or destruction of records.

After the District has completed its search for records that are responsive and disclosable, District personnel shall notify the requestor that the records are available. The notice of availability shall include the number of pages and total cost

for copying. Copies of maps or blueprints will be supplied at the actual cost to the District for reproduction by an outside service, including the hourly wage for actual staff time spent delivering and picking up the copies.

Records prepared and filed in accordance with the Political Reform Act (conflict of interest code, statements of economic interest, campaign statements) are public records subject to inspection and reproduction during regular business hours, commencing as soon as practicable, but no later than the second business day following the day the request for inspection was received. Copies shall be provided at a charge of ten cents per page. Pursuant to Gov. Code Sec. 81008, a fee of \$5 per request shall be charged for copies of reports and statements that are five years old or more.