

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Records Request

POLICY NUMBER: 1055

1055.1 Openness leads to a better informed citizenry, which leads to better government and better public policy. It is the mission and intent of RLERPD to at all times fully comply with and abide by both the spirit and the letter of California's Public Records Act.

1055.2 A "record" is defined to include the following: A document in any format – paper, electronic that is created, received by, or comes under the jurisdiction of RLERPD that documents the organization, functions, policies, decisions, procedures, or other activities of the office.

A "public record" is a "record" that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under California or Federal law. A public record must be organized and maintained in such a way that they can be made available for inspection and copying.

1055.3 Public records are to be available for inspection during regular business hours. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of RLERPD that all requests for public records should be acknowledged in writing or, if feasible, satisfied within three business days following the office's receipt of the request.

1055.4 To make a request for public records, the requestor must fill out and submit a Public Records Request Form. (See attached)

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records.

In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

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1055.5 If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

1055.6 Those seeking public records shall be charged 10¢ per copy. See Policy 1050 for details.

If a requester asks that documents be delivered to them, he or she shall be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.



**RIO LINDA ELVERTA
RECREATION AND
PARK DISTRICT**

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PUBLIC RECORDS REQUEST

Date: _____

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Record(s) be: _____ Visual or Audio review in the District Office.

_____ Copied for removal from the District Office.

Please be specific: (Please, only one item per request.) _____

Signature: _____

*Requests may take up to 10 days to be filled.
As per Gov't Code 6253(c)*

DIRECTORS:
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