

Public Records Act Request Form

The State of California Public Records Act was passed to guarantee the public's right to access information in possession of Public Agencies within the State. It stipulates that public records are to be open to inspection at all times during the office hours of the agency. Arden Manor Recreation and Park District shall adhere to the laws set forth by The California Public Records Act (Government Code Sections 6250-6276.48) as currently in law and also to any future amendments to the law.

To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the Arden Manor Recreation and Park District. District staff is available to assist you in identifying the records in the control of the District based on your description. The District is not required by law to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at this office, the District must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You may, therefore, be requested to make an appointment to return at a later date to view the documents. You will be charged the direct cost of duplication for any documents for which copies are provided. Documents will not be copied until payment has been received. Please carefully read the back of this form for information on copying costs and other pertinent information.

REQUESTER INFORMATION (OPTIONAL)

Name: _____ Date: _____

Organization/Company: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Preferred method of contact in the event of questions: _____

REQUESTED RECORDS

Time period covering documents requested: _____

I wish to inspect the requested records, where applicable, and do not want copies produced at this time.

I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being copied.

Signature of Requester

Public Records Act Request Form (continued)

It is the policy of the Arden Manor Recreation and Park District that public records are open to inspection at all times during the District office hours, Monday through Friday, 9:00am to 4:00pm. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. It is also the policy of the Arden Manor Recreation and Park District that except for public records exempt from disclosure by express provisions of law, a request for a copy of reasonably-described identifiable records shall be made available with minimal delay to the requesting party. An exact copy shall be provided unless impractical to do so. Requests must be made for records in the possession of, prepared, owned, used, or retained by the District (Gov. Code Sec. 6252(e)) and requests must be for clearly identifiable records. If necessary, District staff will assist the requesting party in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of the District.

You will be notified within ten (10) days:

- Whether the District requires an extension of time to determine whether it has records responsive to your request.
- Whether the District has records responsive to your request.
- Whether the District has records responsive to your request but which are exempt from disclosure and the reasons for exemption.
- Whether the District has records responsive to your request and the page count and cost of copying records.
- Based on the page count, the time required to copy the documents requested. Copying of documents responsive to your request will be completed as soon as possible.

If your request is to review documents rather than receive copies, the District will make an appointment at the time of presentation of your request for a future date reasonable to allow the District time to gather the documents and review them for compliance with the provisions of the Public Records Act.

The charge for copies of any specifically described and identified public records not exempt from disclosure is \$.10 per page for copied documents. Paper copies generated from computer database programs, diskette, or microfiche are \$.10 per page. Direct costs incurred by the District in providing certain electronic data, including the direct costs of redacting confidential information or information not otherwise subject to disclosure, shall be paid by the recipient. The District is not required to produce records in an electronic format when the requested records are not available in the electronic format at the time of request. The Public Records unit in the District office will provide an invoice for charges due. These charges are due and payable upon the receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the Requester. For further clarification, please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.).