

## **CONTRA COSTA RESOURCE CONSERVATION DISTRICT (CCRCO)**

### **PUBLIC RECORDS REQUEST POLICY**

**Approved by the Board of Directors on March 27, 2017**

#### **GENERAL PROVISIONS**

Governance. The Board of Directors ("Board") for the Contra Costa Resource Conservation District ("District") consists of five members ("Director") of the Board. As the governing body of the District, the Board reviews and approves District policies, including this policy. The Board may choose to delegate responsibility for policy administration to the District's Executive Director ("ED"), including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of the Policy. The public's right to access to information concerning the conduct of the people's business is a fundamental and necessary right. (Government Code Section 6250). The California Public Records Act (CPRA), see California Government Code sections 6250 through 6270, permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. The purpose of this policy is to affirm the public's right to access District records and to set forth the District procedure to ensure accessibility of information to members of the public in accordance with the CPRA.

Policy Revisions. The Board reviews District policies annually, usually in conjunction with the review and adoption of the proposed budget. Any Director or the ED may make recommendations for changes to a policy at any time, but all policy changes require approval by the Board.

Statement of Non-Discrimination. The District contracts on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996).

## **RECORDS REQUESTS**

**Responsibility.** It is the responsibility of the ED to respond to CPRA requests for District documents. Decisions as to what documents may or may not be subject to disclosure shall be made in accordance with the CPRA, and under the guidance of District Counsel and/or publications by the California Attorney General's office.

**Response to Request.** The District will acknowledge receipt of a CPRA request upon its receipt, and give the requesting party an estimated date and time when the records will be made available, either by photocopying, by scanning, or via inspection of original records at the District office during normal business hours. The District will deliver the requested District documents within ten (10) business days from the receipt of the request. The time may be extended in unusual circumstances by no more than fourteen (14) days through written notice from the ED to the requesting party. Unusual circumstances include those requests that require an extended search, when the records requested are voluminous, or when the request requires consultation with another agency.

**Cost to Produce Documents.** The District may charge the requestor for the direct costs of reproduction for any document photocopied and delivered, but shall not charge for documents reproduced and transmitted solely by electronic means if the recipient is willing to accept the documents via email, or is willing to provide an electronic device upon which to copy the documents. The District will not charge for staff time to produce the documents. In the event the District will charge for the reproduction of the documents, the estimated cost will be relayed to the requestor prior to reproduction to ensure they are willing to pay the required costs. The ED has the authority to waive production costs in the interest of making the documents transparent and accessible.