



PUBLIC RECORDS POLICY

OF

SCOTIA COMMUNITY SERVICES DISTRICT

ADOPTED

July 7, 2015

ADMINISTRATIVELY UPDATED

June 20, 2019

It is the Scotia Community Services District's (SCSD) intention to make records accessible to the public in an expedient and reasonable manner under the terms of the California Public Records Act (California Government Code Section 6250 and following). Accordingly, the following policy has been adopted by the SCSD Board of Directors.

Requests

SCSD prefers that all public records¹ requests be submitted in writing, via a request form, and SCSD administrative staff will address the request in accordance with the manner in which it was recorded. Staff shall make every reasonable effort to locate the requested items. Requests shall be as specific as possible and note identifiable documents. Vague or general requests for information cannot be processed. There may be situations where requested documents may not exist or may not be available.

Requests for the right to inspect and/or for copies of SCSD records that are disclosable under the Act may be made in writing to:

Document Request:

IN PERSON:

**Scotia Community Services District
400 Church Street
Scotia, CA 95565**

VIA REGULAR MAIL:

**Scotia Community Services District
PO Box 104
Scotia, CA 95565**

VIA EMAIL:

infoscotiabcd@gmail.com

When a member of the public appears in person during normal office hours² at the SCSD office, where public records are maintained, requesting the right to inspect disclosable documents, they shall be presented with available documents for inspection as soon as practicable after making their request following determination by the administrative staff as to any applicable exemptions³. Hard copies of records and documents requested will be provided to the member of the public making the written or oral request for such documents upon payment of the costs described below.

Public records will be made available in an electronic format if requested in such a format and if they are currently maintained in such a format. If a particular kind of format such as CD or DVD is requested, records requested in that format will be made available if SCSD has used that format to create copies for its own use or for provision to other agencies. SCSD will not release a record in an electronic format if to do so would jeopardize or compromise the security or

¹ A public record defined as any writing that is owned, used or retained by a government agency in the conduct of its official business

² SCSD Office Hours, as of July 2015, are Mondays and Thursdays from 10:00 am to 2:00 pm, and are subject to change.

³ The determination as to whether a document should be exempt should be made by SCSD legal counsel or the General Manager unless otherwise indicated to staff.

integrity of the original record or of any proprietary software in which it is maintained. SCSD is not obligated to reconstruct a record in an electronic format if the record is no longer available in that form.

Timing of the Response

Requests for SCSD public records shall be reviewed as soon as possible by administrative staff or legal counsel to determine (i) whether the documents are exempt under the Act, (ii) where the documents are located and (iii) if to be copied by the SCSD, an estimation of the time and cost required for locating, duplicating, and shipping the requested documents (as required below). Determinations regarding cost and time needed will be provided to the person requesting documents no more than 10 days after the SCSD received such request unless "unusual circumstances" exist, in which case, the person requesting documents shall be provided in writing, the date the determination will be made available (which shall not be extended more than 14 days thereafter) and the unusual circumstance causing the delay.

Unusual circumstances are defined by law as:

- (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
- (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
- (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.
- (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If requested in electronic format, the document will be provided in a locked and un-editable PDF format. An SCSD electronic records policy may apply.

Upon receipt of payment of costs, SCSD shall promptly make the requested copies of documents available to the person requesting such documents. The time necessary to make copies of documents available will vary based on time to locate, number of documents and the breadth of the request.

Costs

Persons requesting copies of SCSD records shall, prior to the duplications of such records, pay the costs of duplication and shipping as follows:

Duplicating/production costs:

\$0.25 per page	8.5x11 or 8.5x14 page
\$0.25 per page	Computer printouts
Actual cost	Photograph reproduction
Actual cost	Copies that require special equipment or special technique
No charges:	Persons requesting documents makes own arrangements for documents to be copied on site

Shipping costs:

Actual postage	First class mail
Actual cost	Overnight delivery or messenger service
No charges	Documents picked up by person requesting them

Costs shall be paid by check or money order made payable to SCSD and delivered to the administrative staff at the same address as written requests for documents noted above.

Public Documents Available on District Website

The SCSD may post and maintain current adopted documents, such as but not limited to: Board and CSD Policies, Public Records Policies, Ordinances, etc., on the SCSD website.

Distribution of Policy

SCSD shall post this policy at the Main Office at 400 Church Street, Scotia, CA 95565, may make the policy available on <http://scotiaesd.com/> , and shall make a copy of this policy, at no cost, to any person requesting the policy.