

CALIFORNIA PUBLIC RECORDS ACT PROCEDURES FOR THE MONTARA WATER AND SANITARY DISTRICT

Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary District, Resolution No. 1701

The California Public Records Act (Government Code, section 6250 et seq.; the "Act") grants California residents important rights to obtain access to records held by public agencies. The Montara Water and Sanitary District ("District") adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

1. All requests for public records shall be in writing on the attached form approved by the Board of Directors, which is also available on the District's website, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office and on the District's website.
2. Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.
 - a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
 - b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
 - c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Act. As the Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
 - d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
 - e) The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: \$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's-\$5.00, DVD's \$10.00. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.
3. In accordance with the Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.
4. Administrative staff will respond to requests for public records in accordance with the Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Act.