



## **GUIDELINES FOR ACCESS TO PUBLIC RECORDS**

In general, City files and records are public records and can be inspected upon request by a member of the public during normal business hours. Under the California Public Records Act ("CPRA") certain public records may be exempt from disclosure. Public records which are determined by the City to be exempt from disclosure will not be made available for public inspection, unless the City Attorney has determined otherwise.

The following procedures will be followed to review and process requests for public records:

1. Persons seeking to review records may submit a request either orally or in writing. City staff may suggest that the requester complete a department or City Public Records Request Form to assist staff in locating and producing responsive records. However, the requester is not required to complete the form in order to inspect or obtain copies of public records.
2. All non-exempt public records responsive to a request will be made available for inspection during normal business hours.
3. A person may inspect the non-exempt public records at a time and in a place that will not disrupt from the City's day-to-day operations.
4. All inspections of non-exempt public records will be made in a City office and in the presence of a City employee.
5. The original copy of the non-exempt public records must not leave the designated Department office. However, upon payment of the direct cost of duplication, the City will duplicate the record for the requester.
6. Persons reviewing non-exempt public records will be advised that the records must not be removed from any file, destroyed, damaged, written on, marked, or changed in any way.
7. Persons requesting public records will be notified of the City's duplication fees. Requests for copies of identifiable public records must be accompanied by payment of fees to cover direct costs of duplication before copies are released. Alternatively, records may be emailed to the requester in a .pdf format or desired format at no cost if records are maintained by the City in that format and the total volume of records requested is 25 pages or less.
8. Local agencies are under no obligation to create records that do not already exist at the time of the request (Govt. Code § 6253 (a)).
9. Official building plans will be not duplicated by the City until the City receives written permission to do so from: (a) the licensed professional who prepared the plan(s) and; (b) the building owner. It is the responsibility of the requester to obtain such written permission.
10. The City must respond to a request with ten (10) days from receipt as to whether the City has responsive disclosable records and when the records will be available for inspection. The City may extend the response time by additional fourteen (14) days under limited circumstances.