



PUBLIC RECORDS POLICY

POLICY

Public records of Idyllwild Water District (the "District") shall be open to inspection during regular office hours of the District to the extent required by law, and except as otherwise provided herein.

DEFINITIONS

- A. The term "public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District, regardless of physical form or characteristics, kept in the ordinary course of the District's business, except those records which are exempt from disclosure by the California Public Records Act (Govt. Code § 6250 *et seq.* "Act").
- B. The term "writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof and any record thereby created regardless of the manner in which the record has been stored.

PROCEDURE

- A. Any person desiring to inspect any public record may identify himself or herself and shall identify the specific records desired to be inspected. The District shall, in accordance with Government Code Section 6253.1, assist the member of the public make a focused and effective request that reasonably describes an identifiable record or records to the extent reasonable.
- B. Any person may obtain a copy of any identifiable public record unless exempt from public disclosure. Upon request, an exact copy shall be provided unless impracticable to do so.
- C. Upon a request for a copy of records, the District shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons. In unusual circumstances, this time limit may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a

determination is expected. No notice will specify a date that would result in an extension for more than 14 days. When the agency responds with its determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, "unusual circumstances" means the following, to the extent reasonably necessary to the proper processing of the request:

(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.

- D. Upon any request for a copy of public records which reasonably describes an identifiable record or information produced therefrom and which is not otherwise exempt from disclosure, the District shall make the records promptly available to any person upon payment of fees covering the direct costs of duplication. A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing.
- E. Should any request for public records contain exempt information including, but not limited to that listed under Government Code sections 6253.5 and 6254, any reasonable segregable portion of such record shall be provided to any person requesting such record after deletion of the portions which are exempt from disclosure by law.
- F. Inspection of public records shall be made only in a District office, and no document shall be removed therefrom. A representative of the District will be present during the inspection of any records.
- G. The public records policy of the District shall at all times be subject to the California Public Records Act as it may be amended from time to time, and if there is any conflict between that Act and this policy, the Act shall prevail.

Copies Requested Pursuant to the Political Reform Act of 1974

- A. Notwithstanding the other provisions of the District's Public Records Policy, public records requested pursuant to the Political Reform Act of 1974 (Gov. Code § 81000 *et seq.*), shall be open for public inspection and reproduction during regular business hours, and not later than the second business day following the day on which such document was received from a public officeholder or other person subject to the Political Reform Act.

- B. No conditions whatsoever shall be placed on those persons desiring to inspect or reproduce reports or statements filed pursuant to the Political Reform Act, nor shall any information or identification be required from such persons.
- C. Copies shall be provided at a cost of ten cents (\$0.10) per page, and the District may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five (5) or more years old. A request for more than one (1) report or statement or report and statement at the same time will be considered as a single request.

District Copy Cost Schedule

- A. The charge for copies of any specifically described and identified public records not exempt from disclosure is \$0.10 per page for sheets which can be copied at the District using available equipment. Larger size copies, those needing special handling, or requests for a significant number of copies will be contracted to a local copy vendor and the requestor will be invoiced for the actual costs. Persons requesting copies may also provide their own copy service so long as the original records do not leave the District office and the District determines the method of copying will not damage District records.
- B. Records stored by the District in electronic format will be provided in the same electronic format when requested in writing by any person. Direct costs incurred by District in providing certain electronic data, including 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 requested records are not available in electronic format at the time of the request.

RESOLUTION NO. 743

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IDYLLWILD WATER DISTRICT ESTABLISHING A POLICY FOR RESPONDING TO PUBLIC RECORD REQUESTS

WHEREAS, local government agencies establish policies for the response to public requests for documents that are considered Public Records consistent with State law; and

WHEREAS, Idyllwild Water District has endeavored to comply with State law but has determined that adopting a policy will clarify the District's commitment to transparency.

NOW THEREFORE, be it resolved by the Board of Directors of the Idyllwild Water District that requests by the public for public records will be addressed as described in the attached policy, which is attached and hereby adopted and made a part hereof.

ADOPTED THIS 21ST DAY OF MARCH, 2018



Dr. Charles Schelly- Board President

ATTEST:

I, Erica Gonzales, secretary of the Idyllwild Water District hereby certify that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of said Idyllwild Water District at its meeting held on the 21st day of March, 2018. By the following vote, to wit:

AYES:	NAYS:	ABSTAIN:	ABSENT:
Catherine Dearing			
Peter Szabadi			
David Hunt			
Steve Kunkle			
Charles Schelly			

In witness whereof I have hereunto set my hand and affixed the official seal of the Idyllwild Water District this 21st day of March, 2018.



Erica Gonzales- Board Secretary