

---

# Rim of the World Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Public Records Act Policy  
**POLICY NUMBER:** 5080

**5080.1** All records which are subject to disclosure under the provisions of the California Public Records Act (Government Code Section 6250 et seq.) are available for inspection and copying. You may submit a request to inspect the record or a request for copies of the record in writing or electronically to the General Manager. "Public Record" is defined by law to include 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.

**5080.2** A requestor should specify the records desired, or if not known, the particular types or class of records. You should sufficiently describe records so that identification, location and retrieval of the records can be achieved. District staff will assist you in identifying records responsive to your request. Using the Public Records Act Form that is an attachment to this policy will assist in identifying the proper documents.

**5080.3** All public records of the District which are subject to disclosure are open to inspection during normal office hours at the office where those records are located. Every person has a right to inspect any District record except those records exempted by statute from public disclosure.

**5080.3.1** If the public record is readily available for immediate public inspection or copying (for example, the records do not need to be redacted to remove confidential information), you may inspect the record or obtain a copy without being asked to reveal your identity or the reason for the request. In cases where the request is made in person and the requested records are not readily available for immediate public inspection or copying, staff will so notify you, document the request in writing and attempt to obtain your contact information in order to notify you as to when the records will be available.

**5080.3.2** Disclosable records which are readily accessible and require no redaction will be made available for inspection or copying as soon as possible. The District is entitled to a reasonable period of time to locate the records if not readily accessible and to review the records to determine whether any of the records are exempt from disclosure or whether portions of the records must be redacted to protect confidential or otherwise exempt material from improper disclosure. For this reason, you may want, but are not required, to contact the office in advance of your visit to discuss the request and to schedule a mutually convenient time to inspect the records.

**5080.4** Some records may be withheld pursuant to exemptions in the Public Records Act. Within 10 days of the receipt of your request (this may be extended by 14 days under certain circumstances), the District will determine whether any of the requested records, in whole or in part, will be withheld, and will notify you of this determination in writing and set forth the reasons for withholding any of the requested records.

**5080.5** Records cannot be removed from the premises under any circumstances. However, after your inspection, you may request a copy of any portion of that record, which the District shall provide as soon as practicable upon payment of the duplication costs. The District will provide a suitable area in which the public records may be examined. Please note that you cannot destroy, mutilate, deface, or alter the records. District personnel will be present during your inspection of records in order to prevent the loss or destruction of records.

5080.5.1 Upon request, the District will make available any public record in any electronic format in which the District holds the information.

5080.5.2 There is no cost to inspect public records. Requests for copies of public records by the District will require payment in advance according to the fees outlined in the adopted Fee Schedule.

8050.6 The District cannot immediately provide copies of a large or voluminous number of records. In this situation, you may wish to speak with staff to arrange for a professional copying service to copy the requested materials at your expense.

8050.7 The following records are not open for public inspection:

8050.7.1 Preliminary drafts, notes or interagency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

8050.7.2 Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with section 810) of title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.

8050.7.3 Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

8050.7.4 Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.

8050.7.5 The contents of Real Estate appraisals or engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.

8050.8 All requests to inspect public records should be made to the General Manager who can be contacted at:

Rim of the World Recreation and Park District; 26577 State Highway 18 Rimforest CA 92378



## Rim of the World Recreation and Park District

P.O. Box 8 – 26577 State Highway 18

Rim forest, California 92378

(909)337-PARK

Fax: (909)336-5239

[www.rim-rec.org](http://www.rim-rec.org)

### **REQUEST TO INSPECT OR RECEIVE COPIES OF PUBLIC RECORDS**

Please print clearly.

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Address (please print):

\_\_\_\_\_  
\_\_\_\_\_

3. Describe or identify the records that you want to inspect or copy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Rim of the World Recreation and Park District charges a copy fee of .15 for public document. For copies of recorded meeting the fee is the direct cost of the disc or must provide your own USB. There may also be a fee for retrieval and review of the records requested if the retrieval and review take more than two hours.

A) \_\_\_\_\_ I am willing to pay all fees for this request without prior notification.

B) \_\_\_\_\_ I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please contact me.

C) \_\_\_\_\_ I am requesting that fees be waived of fee requested. I am requesting this waiver on the following grounds: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_