

Policy Number: 4.9.0

Title: Requests for Information and Documents

Introduction:

This policy establishes the procedure for providing members of the public with non-confidential information and/or copies of documents maintained by the District. If any inconsistencies exist between this policy statement and the California Government Code (the “Brown Act” and the “Public Records Act”), which governs dissemination of information to the public, the statutory provisions shall prevail.

Ends:

DOCUMENTS

1. A member of the public may review and/or obtain a copy of any non-confidential and/or non-privileged writings distributed to a majority of the Board of Directors. See District Policy 4.4.0 – Confidential Information for a summary of information that is considered confidential and will not be disclosed.
2. Documents distributed during a public meeting shall be made available for public inspection at the meeting if the documents are prepared by the District. Documents distributed during a public meeting which are prepared by some other person shall be available for inspection after the meeting.
3. Upon written request, the District will make available a copy of requested documents at a charge of \$.10 per page, payable in advance.
4. See District Policy 4.7.0 – Public Access to Board Packages for the policy related specifically to agendas and information packages associated with a Board of Directors meeting or meetings of the standing committees. A \$.10 per page charge for reproduction of documents, estimated to be the District’s cost to copy the documents, and the cost of mailing, payable in advance, shall be charged to individuals who request copies of Board packages in advance of the meeting.
5. Notwithstanding the above, no member of the general public is permitted to remove original documents from the District office.

RECORDINGS

1. Any recording of an open and public meeting made at the direction of the District shall be subject to inspection by the general public. The inspection shall be conducted at the District office, without charge and on a player of a suitable nature provided by the District.
2. Upon request from a member of the general public, the District shall make a copy of any recording identified in 1. above if the individual making the request provides

the means for copying. A fee to cover the cost of copying shall be charged for this service.

3. Notwithstanding the above, no member of the general public is permitted to remove the original recordings identified in 1. above from the District office.

Responsibility:

The General Manager shall be responsible for the implementation of this policy.