RESOLUTION 1989-4

ARMONA COMMUNITY SERVICES DISTRICT

Resolution Establishing Policy and Procedures For Responding To Requests for Public Records

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WHEREAS, the California Public Records Act (Government Code Section 6250, et.seq.) establishes that the records of the Armona Community Services District, with specified exemptions, are public records open to inspection by the public during normal office hours; and

WHEREAS, Government Code Section 6253 permits the Armona Community Services District, as a local public agency, to adopt regulations stating the procedures to be followed for the inspection and copying of public records; and

WHEREAS, the Board of Directors of the Armona Community Services District deems it in the best interests of the District to establish a policy for processing requests for public records.

NOW THEREFORE, IT IS RESOLVED that the following policy and procedure, attached hereto as Exhibit "A," and incorporated herein by reference, should be, and hereby is, adopted as the public information policy for the Armona Community Services District.

WHEREFORE, this Resolution was passed and adopted this 6th day of December, 1989, at Armona, California, by the following vote:

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GRISWOLD, LASALLE
COBB, DOWD & GIN
NORTH DOUTY STREET
P. O. BOX 330
HANFORD, CA 93232

AYES: Kilner, Ransdell, Davis, Keyser

NOES:

ABSENT: Sisson

By _____
President

Attest: _____
Secretary

TEMP3
clc

GRISWOLD, LASALLE
COBB, DOWD & GIN
1 NORTH DOUTY STREET
P. O. BOX 330
HANFORD, CA 93232

ARMONA COMMUNITY SERVICES DISTRICT

PUBLIC INFORMATION POLICY

In accordance with the California Public Records Act (Government Code Section 6250, et.seq.), this document describes the policies and procedures governing the availability of information from the Armona Community Services District.

Documents, information, and other records, which are subject to disclosure under the California Public Records Act, are covered by this Policy. Those matters which are excluded from disclosure by statute shall not be available for review.

The District Staff will make available, with reasonable promptness, information requested by the public for review, provided:

1. The request is made in writing, delivered in person or by mail, to the Armona Community Services District offices, at 10956 - 14th Avenue, P.O. Box 486, Armona, CA 93202.

2. The request shall contain a reasonably specific description of the particular record requested, including name(s), date(s), subject matter, and location, if known, to enable the District to locate the record with reasonable ease. Within two (2) working days of receipt of the written request, the District shall send a written acknowledgment of receipt of the request.

3. In the case of a matter involving litigation, no information shall be supplied.

4. When a request is made in writing to review District

records, and copies are not sought, this review will be conducted between 9:00 a.m., and 11:30 a.m., and 1:30 p.m, and 4:00 p.m., in the District offices during normal working hours.

5. If an individual requests copies of public records, a charge of $0.20 per page shall be made and payment must be tendered before copies will be provided.

6. A charge for search of the public records and reproduction time will be at $17.00 per hour.

7. All information received or reviewed shall be evidenced by a receipt issued by District Staff.

8. In the event that a request for records is made, and the District determines that on the facts of the particular case, the public interest served by not making the record public outweighs the public interest served by disclosure of the record, said records shall not be disclosed. In such event, the District, within five (5) working days of the decision to deny disclosure, shall provide to the individual submitting the request, written notice that the request has been denied, and setting forth the reasons therefore. Any person whose request has been so denied, within thirty (30) days of such notice, may appeal said denial to the Board of Directors of the Armona Community Services District, whose decision shall be final.

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