

Mendocino Community Services District 2021 Public Records Policy

March 29, 2021

MCCSD has a strong commitment to transparency with our customers and the general public. With this commitment to transparency in mind MCCSD makes an effort to post on the MCCSD web page, current information related to District operations and regular monthly meetings. For public records not found on the MCCSD web page, MCCSD has the following Public Records Request Policy:

Public Records Requests

The California Public Records Act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state because it gives the public an opportunity to monitor the functioning of their government. It is the District's goal to provide the public with timely access to its public records.

There is no charge to review records; however, District policy permits the District to charge a fee to cover any duplication (generally \$0.25 per page), electronic media, and/or other applicable direct cost. The District will make an effort to process all requests in a timely manner. Due to staff limitations large requests, or those that require time and research on behalf of District staff will be addressed on a case by case basis.

Posting on the MCCSD Web Page.

In an attempt to make information more readily accessible and as part of the Public Records Policy, District staff will make an effort to post current information on the District Web page. This information may include but is not limited to:

- 1) Public Meeting Agendas
- 2) Public Meeting Minutes (once approved)
- 3) Monthly District Balance Sheet and Income Statement (once approved)
- 4) Monthly Superintendent Report
- 5) Monthly Groundwater Management Report
- 6) Access to Recorded Public Meetings (that do not contain non-closed session)
- 7) Press Releases and Notices
- 8) District Office and Board Contact Information
- 9) Water Conservation Ideas
- 10) Annual District Audit Report

Public Access to Files & Records

In general, files and records are public records and may be reviewed by anyone upon request during normal office hours (M-F 10-2). Provided the records are easily located and District staff is available to assist.

Certain files, records, or documents may be exempt from public access under certain provisions of the California Government Code. Material determined by this department to be within the exempted status will be made available only upon specific approval of MCCSD's legal counsel.

Public Records Procedures & Conditions

- The easiest way to make a records request is to make a request in writing to districtsecretary@mccsd.com
- All persons seeking to review records may submit a request via e-mail, orally, or in writing. Records can be requested using the attached Records Request Form (PDF) however, the requester is not required to complete the form in order to inspect public records. Written requests should be submitted to the District Secretary, MCCSD P.O Box 1029 Mendocino, CA 95640; by fax: 707-937-3837; or via email: districtsecretary@mccsd.com. Verbal requests can be made by calling the District office at 707-937-5790
- All non-exempt public records responsive to a request will be made available for inspection during normal business hours (M-F 10-2).
- A person may inspect the non-exempt public records at a time and in a place that will not disrupt from the District's day-to-day operations.
- All inspections of non-exempt public records must be made in a District office, and in the presence of a District employee.
- The original copy of the non-exempt public record must not leave the District office. However, upon payment of the direct cost of duplication, the District may duplicate a copy of the record for the requester.
- All persons reviewing non-exempt public records must be advised that the records must not be removed from any file, destroyed, damaged, written on, marked, or changed in any way.
- The District's duplication fee of \$0.25 per page for black and white copies.

The District will respond to a request within 10 days from receipt. The District may extend the response time for an additional 14 days under limited circumstances.

Policy Purpose:

To ensure the District is in compliance with the California Public Records Act. To ensure Public Records Requests are handled within a timely manner. To maintain transparency with the public. To maintain the MCCSD web page.



REQUEST FOR PUBLIC RECORDS

NAME/COMPANY: _____ DATE: _____
ADDRESS: _____ PHONE: _____
_____ E-MAIL: _____ RECORDS SOUGHT:

List the requested records. Be as specific as possible. District staff will assist in identifying responsive records by, where appropriate, describing relevant District information technology, the location of the records, and providing suggestions for avoiding practical obstacles to records access. District staff may request clarifying information that could help identify the records sought. Within ten (10) days of receipt of a request, District staff will determine whether the request seeks non-exempt records or parts of records in the District’s possession and inform the requester. In some circumstances, the District may have up to an additional fourteen (14) days to make its determination and, in those circumstances, will provide proper notice to the requester. The District will inform requesters of the time and date when non-exempt records or parts of records will be made available. (California Government Code sections 6253, 6253.1.)

COPIES: Do you wish to have copies made: _____ How many of each? _____ The District may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of District records. The direct cost of duplication of most District records is \$0.25 per page. District staff can provide copy charges that apply to other media. Requests to ship copies may be subject to payment of shipping costs. (California Government Code sections 6253, 81008.)

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To be completed by staff:

Number of copies made @ \$0.25 per page _____

Retrieval cost (if applicable) _____

Shipping cost (if applicable) _____

Amount Due _____

Notes: _____

NOTIFICATION: _____ BY: _____

DOCUMENT PICKED UP: _____ BY: _____

RECORDED IN COMPUTER: _____ BY: _____

MENDOCINIO CITY COMMUNITY SERVICES DISTRICT POLICY AND CONDITIONS REGARDING PUBLIC ACCESS TO PUBLIC RECORDS In general, District files and records are public records and can be inspected upon request by a member of the public during normal office hours.

Under enumerated provisions of the California Public Records Act (“CPRA”) certain public records may be exempt from disclosure. Public records which are determined by this Department to be exempt from disclosure will not be made available for public inspection, unless the District legal counsel has determined otherwise.

The following procedures shall be implemented by each Department to review and process requests for public records:

1. All persons seeking to review records may submit a request either orally or in writing. District staff may suggest that the requester complete the District public records act request form. However, the requester is not required to complete the form in order to inspect 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 District’s day-to-day operations.
4. All inspections of non-exempt public records must be made in a District office and in the presence of a District employee.
5. The original copy of the non-exempt public record must not leave the designated Department office. However, upon payment of the direct cost of duplication, the District may duplicate a copy of the record for the requester.
6. All persons reviewing non-exempt public records must be advised that the records must not be removed from any file, destroyed, damaged, written on, marked, or changed in any way.
7. All persons requesting public records shall be notified of the District’s duplication fee: \$0.25 per single-sided copy and \$0.50 for double-sided copy.
8. Duplication of an official building plan will not be produced by the District until the District receives written permission to do so from (i) the licensed professional who prepared the plans(s) and (ii) the building owner.
9. The District will respond to a request within ten (10) days from receipt. The District may extend the response time for an additional fourteen (14) days under limited circumstances. In the event the District seeks to extend the response time, the District should contact the District legal Counsel.

2/17/21;