

## **IDYLLWILD FIRE PROTECTION DISTRICT**

**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 verbally in writing or electronically to the Fire Chief. "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 attachment A 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), Persons may inspect the record or obtain a copy without being asked to reveal their 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 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 area in which the public 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 the inspect public records. Requests for copies of public records by the District will require payment in advance: (1) for photocopies: \$0.25 per page for 8.5x11 and \$0.35 for larger; and (2) for electronic records: the direct cost of producing a copy of the record in an electronic format, unless the electronic records require date compilation, programming or extraction. The person requesting the information shall bear the cost of programming and computer service to produce the record when the District is requested to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals or that request requires date compilation extraction, or programming to produce. Where the state has established a fee for any given record the statutory fee shall be charged.

**5080.6** 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.

**5080.7** The following records are not open for public inspection:

**5080.7.1** 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.

**5080.7.2** 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.

**5080.7.3** Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

**5080.7.4** Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.

**5080.7.5** The contents of Real Estate appraisals or engineering or feasibility estimates and evaluation 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.

**5080.8** All requests to inspect public records should be made to the Fire Chief who can be contacted at:

Idyllwild Fire Protection District – 54160 Maranatha Dr. PO Box 656  
Idyllwild, CA 92549-0656 – 951-659-2153 (phone) – 951-659-5571 (Fax)

Original Approval date: 10/08/2013

Board Revised date: 11/26/2019

11/26/2019  
Board Approval Date:

  
Clerk of the Board

Public Records Act Request Form

To expedite your request and to eliminate opportunities for error, please fill out this form with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records that are prepared, owned, used or retained by Idyllwild Fire Protection District. Specific names and dates of documents as well as the type (report, ordinance, resolution or agreement) are useful in insuring that the request is fulfilled. Staff is available to assist you in identifying the records, based on your description, of documents controlled by the District. IFPD is not required to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at this office, IFPD must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You will, therefore, be requested to make an appointment to return at a later date to view the documents.

You will be charged the direct cost of duplication for any documents requested. Documents will not be copied until payment has been received.

REQUESTER INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of contact in the event of question: \_\_\_\_\_

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Requested Records

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

Time Period covering documents requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I request to inspect the requested records, where applicable, and do not want copies produced at this time.

\_\_\_\_\_ I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being.

Copied \_\_\_\_\_

\_\_\_\_\_  
Signature of Requester