


# HAPPY HOMESTEAD CEMETERY DISTRICT

## POLICIES & STANDARD PRACTICES

TITLE: <b>Requests for Public Records</b>	DATE: July 19, 2017
ADOPTED: July 19, 2017	AMENDED:
SIGNATURE: 	AMENDMENT No.

### POLICY

It is the policy of the Happy Homestead Cemetery District to provide free and open access to records and documents maintained by the District, while at the same time being mindful of the District's obligation to maintain privacy and protect the records and documents for the public's benefit. Records or documents which are exempt from disclosure pursuant to the terms of the Public Records Act (Gov. Code § 6250, et seq) shall not be made available for inspection or copying under this policy.

### PROCEDURE

Any person wishing to view or to have copies of records maintained by the District should make the request on a form to be provided by the District. [NOTE: Requestors are asked to complete the attached form, but oral requests are acceptable under the California Public Records Act.]

Any person seeking to inspect and/or have copies of records or documents maintained by the District shall describe the documents sought with reasonable particularity.

The requestor shall, on the form provided, state:

1. The requestor's name;
2. The requestor's address and telephone number;
3. A precise description of the document or documents sought;
4. Whether the requestor requests copies of documents identified,
5. Whether the requestor wishes merely to inspect the documents identified, and
6. The requestor's signature.

Requests that do not specifically identify the document or documents sought will not be accepted.

In the event the requestor wishes merely to view the documents identified, the requestor need not give notice to inspect public records. If, however, the records are not

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readily accessible, voluminous, or contain portions which must be redacted, the requestor shall make an appointment for the requestor to view the documents within five (5) business days of the date the completed request is submitted. In order to protect the integrity of the District's records and documents, the requestor shall be permitted to examine documents only in the presence of a District staff member during normal business hours. There is no charge for inspecting public records.

In the event the requestor wishes to have copies of the documents identified, the District shall make such copies. The requestor shall pay the cost of making such photocopies at the time of submitting the request, and no copies shall be made unless and until payment has been received. The per-copy cost for duplication includes the use of duplicating equipment and supplies, as well as the cost of staff time required to make such copies. The District shall set such charges at a level reasonably calculated to cover the costs incurred by the District in making the requested photocopies, and such charges may be modified from time to time without notice.

In the event the event the District must compile records, extract information from an electronic record, or undertake programming to satisfy a request, the requestor must bear the full cost of meeting the requestor's request, not merely the direct cost of duplication. Should the requestor ask the documents to be mailed, the requestor must pay all costs incurred in the mailing.

The District shall notify the requestor when the documents are available, and will provide the requestor the copies requested within ten (10) business days from receiving the request and payment therefor.

Attachments: 1. Public Records Request Form