

CALIFORNIA PUBLIC RECORDS ACT REQUESTS

POLICY #2

June 29, 2023

WHEREAS the CALIFORNIA PUBLIC RECORDS ACT (CPRA) (Government Code, §6250 et seq.) grants residents important rights to obtain access to records held by public agencies, and

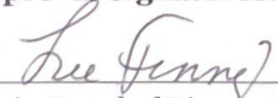
WHEREAS the CPRA (Government Code, §6253.4 (a) provides for public agencies to adopt regulations stating the procedures to be followed when making its records available in accordance with this section, and

WHEREAS the CPRA (Government Code, 6253.4 (b) provides that guidelines and regulations adopted pursuant to this section shall be consistent with all other §§ of this chapter and shall reflect the intention of the Legislature to make the records accessible to the public,

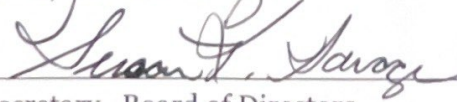
THEREFORE, BE IT RESOLVED that the Mendocino Coast Health Care District adopts the attached Policy and Procedure Number 2, California Public Records Act to facilitate compliance with the CPRA (Government Code §6250 et seq.).

Adopted by the Board of Directors of the Mendocino Coast Health Care District on June 29, 2023

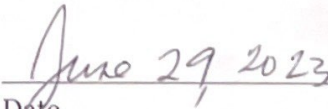
Approval Signatures:



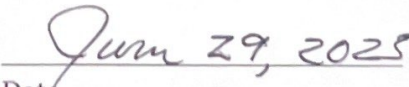
Chair, Board of Directors



Secretary, Board of Directors



Date



Date



POLICY TITLE: California Public Records Act Response Procedures
POLICY NUMBER: 2425

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. The District adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

2425.1 All requests for public records shall be in writing on a form approved by the Board of Directors, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office.

2425.2 Staff will respond to all requests as soon as possible after they are received, but not later than 10 days after receipt of the request to either state whether the District has responsive records or request an extension of up to 14 days to make that determination pursuant to Government Code section 6253(c).

- a) Staff shall review each request and determine whether it seeks identifiable records. If not, staff shall offer to help the requestor identify records responsive to the request.
- b) Staff shall request all Directors and staff who may have the records requested to search their files. Directors and staff must report whether they have responsive records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. To the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost. The District shall make any disclosable records it holds in electronic format available in such format when requested.
- e) The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: [\$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's-\$5.00, DVD's \$10.00]. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

2425.3 In accordance with the Public Records Act, staff will provide specific, identifiable records but will not research records for particular types of information, as distinct from records, or analyze information which may be contained in public records. Staff has no obligation to create records in response to a Public Records Act request.



2425.4 Staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.