

**MENDOCINO COAST HEALTH CARE DISTRICT  
POLICY AND PROCEDURE  
NUMBER 2**

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.

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 on the District website. In which the requester will be directed to the appropriate website location.
  
2. The Board Secretary or designated 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) The Secretary or designated Staff shall review each request and determine whether it seeks identifiable records. If not,
  - b) The Secretary or Staff shall offer to help the requestor identify records responsive to the request.
  - c) The Secretary or 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.
  - d) The Secretary or 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.) of the records, and whether any are exempt from disclosure under the Public Records Act. To the extent feasible, the Secretary or Staff will provide suggestions to overcome any practical basis for denying access to the records sought.
  - e) If a request is made for paper copies of records, the Secretary or Staff shall advise the requestor of the estimated copying cost in accordance with California Government Code Section 6253(b). The District shall make any disclosable records it holds in electronic format available in such format when requested. In accordance with California Government Code Section 6253.9(b)(2), the requester shall bear the cost to construct a record and the cost of programming and computer services necessary to produce a copy of the record when the request would require data compilation, extraction, or programming to produce the record. Prior to incurring the actual cost, the person requesting copies or electronically extracted documents shall be informed of the cost and pay a deposit of 50% of the total cost. The requester will pay the charges for the requested copies or electronic documents established by the Board. At present those are: [\$.10 per page for Public Records Act materials, CD's-\$5.00, DVD's- \$10.00, the actual cost of data compilation, extraction, or programming.] The Secretary or Staff shall not make the requested copies until a deposit of the estimated copying or data compilation, extraction, or programming cost is received and shall not release the copies or the extracted electronic documents until the actual copying cost is paid.

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.

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.

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MENDOCINO COAST HEALTH CARE DISTRICT  
REQUEST FOR PUBLIC RECORDS

Date requested:	Date required:
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Please list each document, file, or record separately

- I wish to  Review  
 Obtain copies of the following public records in the indicated format:

I/We, the undersigned, request documents as indicated and agree to pay the District for copies at the rate of \$.10 per page for paper documents or the actual cost of data compilation, extraction, or programming necessary to provide the requested materials pursuant to the Public Records Act when I receive them. There is no charge for requests that can be provided by email or FAX and that do not require the District to incur any cost for data compilation, extraction or programming. I/We agree to provide a deposit of 50% of the total estimated cost upon receipt of notice of the estimated cost from the Secretary or designated Staff.

Name/Organization: \_\_\_\_\_

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

Phone Number: ( ) \_\_\_\_\_ Signature: \_\_\_\_\_

FAX Number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

<b>FOR INTERNAL USE ONLY</b>		
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signature: _____	
Reason, if denied:		
Disposition of Request: Initial 10-day Response (date): Documents/response provided on (date)		
By: <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Delivered <input type="checkbox"/> Verbal <input type="checkbox"/> Phone		
Comments:		
Date Completed:	Secretary or Staff:	Staff Time:

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