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California Public Records Act Requests Policy

2026-02

July 30, 2026

1. Purpose

The purpose of this Policy is to establish procedures for public access to records of the Mendocino Coast Health Care District (“District”) in compliance with the California Public Records Act (“CPRA”), Government Code section 6250 et seq. The District recognizes that access to information concerning the conduct of the public’s business is a fundamental and necessary right of every person in this state. This Policy is intended to facilitate timely and efficient access to public records while protecting records exempt from disclosure under applicable law. The District shall make public records available for inspection and copying in accordance with the California Public Records Act, unless the records are exempt from disclosure by state or federal law, (California GC section 6250 et seq. GC Section 6253.4, and other applicable state and federal laws governing public records.

2. Definitions

“**Public records**” 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 (GC section 6252(e)).

“**Writing**” includes handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing or form of communication or representation.

Certain records may be **exempt** from disclosure including but not limited to: personnel records; attorney-client privileged communications; pending litigation materials; trade secrets; security-sensitive information; and records otherwise protected by federal or state law.

3. Submission of Records Requests

Requests for public records may be submitted in writing; by electronic mail or online form submission; or by US mail. Requests should reasonably describe identifiable records being sought. The District shall respond to requests for records promptly and in accordance with statutory timelines; assist members of the public in identifying records and information responsive to requests; maintain procedures that facilitate access to records; protect confidential, privileged, or exempt information from improper disclosure; and recover allowable direct costs associated with duplication of records where permitted by law. District staff shall assist requesters in making focused and effective requests by: identifying records



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responsive to the request; describing information technology or physical locations where records exist; and suggesting ways to overcome practical barriers to disclosure.

4. Response Time

The District shall determine within ten (10) calendar days from receipt of a request whether the request seeks disclosable public records in the possession of the District and shall promptly notify the requester of the determination. The District Administrator or designee shall serve as the Custodian of Records for purposes of administering this Policy.

In unusual circumstances, the District may extend the response period by an additional fourteen (14) calendar days as permitted by GC section 6253(c). The District's response shall include whether records exist; whether records will be disclosed; the estimated date records will be available; and the legal basis for withholding any records or portions thereof. If a record contains both exempt and non-exempt information, the District shall redact exempt portions and disclose the remainder where reasonably segregable.

5. Inspection and Copying of Records

Public records shall be available for inspection during regular business hours at the district administrative office unless exempt from disclosure. No fee shall be charged for inspection of records. Copies of disclosable records shall be provided upon payment of applicable direct duplication costs as authorized by law. When records exist in electronic format, the District shall provide electronic copies when reasonably feasible and consistent with GC section 6253.9.

6. Fees

The District may charge fees authorized by law, including: direct costs of duplication; costs of producing electronic records when permitted by law; and statutorily authorized fees for specialized records.

APPROVAL SIGNATURE:

PAUL GARZA JR. BOARD CHAIR

July 30, 2026

DATE ADOPTED



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REQUEST FOR PUBLIC RECORDS

Date requested:

Date required:

Please list each document, file, or record separately

I wish to

☐ Review

☐ Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the [District] for copies at the rate of \$1.00 for the first page and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization:

Mailing Address:

Phone Number: ()

Signature:

FAX Number: ()

Email:

FOR INTERNAL USE ONLY

Approved ☐ Denied ☐

Signature:

Reason, if denied:

Disposition of Request: Documents/response provided on (date)

By: ☐ Mail ☐ Pick-up ☐ FAX ☐ Email ☐ Delivered ☐ Verbal ☐ Phone

Date
Completed:

Staff
Member(s):

Staff
Time: