



Town of Discovery Bay

Program Area: Board	Policy Name: CA Public Records Act	Policy Number: 018
Date Established: December 4, 2013	Date Amended: N/A	Resolution: 2013-23

TOWN OF DISCOVERY BAY BOARD POLICY CALIFORNIA PUBLIC RECORDS ACT

Public records maintained by the Town of Discovery Bay Community Services District are available for inspection by members of the public in accordance with these guidelines and the Public Records Act which is found in California Government Code Section 6250 and following, and attached to this Policy.

MAKING A REQUEST

Requests may be made in person, by mail or by email. When making a request, it is recommended that requestors provide contact information in order that they may be contacted when their request is filled, or if additional clarification is necessary.

While it is not required, it is recommended that you use the Town of Discovery Bay "Request for Public Records" form, attached to this policy. Any request should contain a reasonably specific and focused description of the desired information. If possible, identify dates, subjects, titles and authors of the records requested. The Public Records Act requires staff to assist you in identifying the records and information that is responsive to your request.

The request should state whether the request is to inspect records or to obtain copies of records.

DIRECT THE REQUEST TO:

General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505

RESPONSE TO REQUEST:

Within ten days from the date the request is received, the Town will determine whether the request, in whole or in part, seeks copies of disclosable public records in the Town's possession and notify the requester of such information. In certain circumstances, the ten day time limit may be extended for up to an additional fourteen days by written notice to the requestor, setting forth the reason for the time extension.

DUPLICATION COSTS

Records may be inspected at cost during regular office hours. If the requesting party desires copies of the documents identified meeting the request, the cost is \$.10 per page. The Town receives payment for its services by credit card, check, or by money order. The Town does not accept cash at its District Office. Other forms of payment will not be accepted.

CONFLICT

In the event of conflict between this Policy and the California Public Records Act, the California Public Records Act shall prevail.