
California Pines CSD

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1060

- 1060.1** This Records Request Policy establishes clear procedures for members of the public and district staff to access public records maintained by the California Pines Community Services District (“District”). The policy ensures compliance with all applicable federal and California state laws, with specific emphasis on the California Public Records Act (Government Code § 6250 et seq.). This policy applies to all District employees, board members, and any individual or organization requesting access to District records.
- 1060.2** Requests for public records are governed primarily by the California Public Records Act (“CPRA”), which grants the public the right to access records held by government agencies, with certain exceptions. The District also complies with relevant federal statutes, including but not limited to the Freedom of Information Act (FOIA), when applicable. In the event of a conflict between federal and state law, the District will follow the law that provides greater access, unless otherwise legally required.
- 1060.3** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$0.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those typically prepared for the public at Board meetings.
- 1060.4** Definitions:
- “Public Record”: 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, as defined by the CPRA.
 - “Requestor”: Any person, organization, or entity seeking access to District public records.
 - “Exemption”: Specific categories of records that may be withheld from disclosure under federal or state law, such as records involving personal privacy, pending litigation, or privileged information.
 - “Redaction”: The process of removing or obscuring exempt information from a public record prior to its release.
- 1060.5** The California Pines Community Services District is committed to transparency, accountability, and the public’s right to access information. The District will respond promptly and thoroughly to all public records

requests, in accordance with the CPRA and other applicable laws, while safeguarding sensitive and legally exempt information.

1060.6 Procedures for Requesting Records

- a.) Submitting Requests: Requests for public records may be submitted in writing, by email, by fax, or in person using the District's formal request form (see Appendix). Oral requests will be accepted but written requests are preferred for clarity and tracking purposes.
- b.) Contact Information: All requests should be directed to the District's Office Administrator as designated the Public Records Coordinator:

California Pines Community Services District

Attn: Office Administrator

376 County Rd. 71

Alturas, CA 96101

Phone: 530-233-2766

Email: calpinescsd@frontiernet.net

- c.) Required Information: Requests should clearly describe the records sought, including relevant dates, subjects, or other identifying information to expedite processing.
- d.) Accepted Formats: Records may be requested in paper or electronic format, subject to availability.

1060.7 District Response

- a.) Notification of Receipt: The District will acknowledge receipt of a public records request within ten (10) calendar days, as required by the CPRA.
- b.) Processing and Fulfillment: The District will make the records available for inspection or provide copies within a reasonable period, typically within ten (10) days, unless an extension (up to fourteen (14) additional days) is required due to the complexity of the request.
- c.) Denial of Requests: If a request is denied, the District will provide a written explanation citing the specific legal exemption or reason for denial.
- d.) Partial Fulfillment: If only part of a record is subject to disclosure, the District will redact exempt information and provide the remainder.

1060.8 Certain records or portions of records may be exempt from disclosure under the CPRA or other laws.

Common exemptions include, but are not limited to:

- a.) Personnel, medical, or similar files where disclosure would constitute an unwarranted invasion of personal privacy
- b.) Records pertaining to pending litigation
- c.) Preliminary drafts, notes, or memoranda not retained in the ordinary course of business
- d.) Privileged attorney-client communications
- e.) Security or law enforcement records where disclosure could endanger public safety

1060.8.2 The District will clearly indicate the legal basis for any redaction or withholding of records.

1060.9 The District may charge fees to cover the direct costs of duplicating records, consistent with the CPRA.

Fees will not be charged for inspecting records on-site. The current fee schedule is as follows:

- a.) Paper copies: \$0.25 per page
- b.) Electronic records: Actual cost of media and staff time for data extraction, if applicable
- c.) Postage: Actual cost, if records are mailed

1060.9.2 Requestors will be notified of applicable fees before records are provided. Payment must be received prior to release of copies.

1060.10 If a request is denied or only partially fulfilled, the requestor may submit a written appeal to the District's General Manager within thirty (30) calendar days of the District's response.

1060.10.1 The General Manager will review the appeal and respond in writing within fourteen (14) calendar days. The response will state the rationale for upholding or reversing the initial decision.

1060.10.2 If the appeal is denied, the requestor may seek judicial review as permitted under the CPRA.

1060.11 Public records are retained in accordance with the District's Records Retention Schedule, which complies with all applicable laws and regulations. The schedule is available for public inspection upon request.

1060.12 This policy will be reviewed annually by the District's Board of Directors and updated as necessary to ensure continued compliance with applicable laws and best practices.

Appendix: Public Records Request Form

Requestor Information	Details
Name:	
Organization (if applicable):	
Mailing Address:	
Phone Number:	
Email Address:	
Request Details	
Description of Records Requested (please be as specific as possible):	
Preferred Format (paper, electronic, inspection):	
Date Range of Records (if applicable):	
Signature:	
Date:	

Instructions: Please complete all applicable sections of this form and submit it by mail, email, fax, or in person to the District's Public Records Coordinator. For assistance, contact the District at [District Phone Number] or [District Email Address].